



CITY OF NORMAN, OK PLANNING COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, December 09, 2021 at 6:30 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, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

Planning Commissioners: Erin Williford, Kevan Parker, Nouman Jan, Steven McDaniel, Erica Bird, Lark Zink, Dave Boeck, Sandy Bahan, and Michael Jablonski

NOTICE: The requested rezoning items appearing on this Planning Commission Agenda were filed by the applicant at least 30 days ago. Legal notice for each rezoning item was published in The Norman Transcript and mailed to each property owner of record within a minimum of 350 feet of each rezoning request.

Planning Commission will hold a public hearing on these items tonight, and each item upon which action is taken will be forwarded to the City Council with a recommendation. It should be recognized that the Planning Commission is a recommendatory body and that the City Council may, or may not, concur with the Planning Commission's recommendation. Therefore, it is important to note that all items forwarded by the Planning Commission will be introduced and heard at a subsequent City Council meeting.

PUBLIC WIFI – CONNECT TO CITYOFNORMANPUBLIC – PASSWORD: April1889.

ROLL CALL

CONSENT ITEMS

This section is placed on the agenda so that the Planning Commission, by unanimous consent, may designate those items that they wish to approve by one motion. Any of these items may be removed from the Consent Docket and be heard in its regular order.

Minutes

1. Consideration of Approval, Rejection, Amendment, and/or Postponement of the Minutes of the November 18, 2021 Regular Planning Commission Meeting

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Preliminary Plats

2. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-7, a Preliminary Plat submitted by Michael Roberts (Elysium)(J.W. Dansby) for ALPINE MOTORSPORTS ADDITION for 1.0 acres of property located at 520 W. Tecumseh Road.
3. Consideration of approval, acceptance, rejection, amendment, and/or postponement of PP-2122-8, a Preliminary Plat submitted by Byren and Katherine Trent (Cimarron) for TRENT ESTATES for 25.33 acres of property generally located on the east side of 96th Avenue N.E. approximately 1 mile north of East Robinson Street.

Certificates of Survey

4. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Norman Rural Certificate of Survey COS-2122-7 submitted by Joseph Fugate (Pollard & Whited Surveying, Inc.) for DENVER ESTATES for 39.985 acres of property generally located east of 108th Avenue S.E. and approximately ¼ mile north of Lindsey Street, with a variance to the minimum acreage requirement and a variance in the private road width to 12'.

NON-CONSENT ITEMS

2025, Rezoning, Preliminary Plat

5. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-64: Sanctuary Gardens and Wellness, L.L.C. requests amendment of the NORMAN 2025 Land Use and Transportation Plan from Country Residential Designation to Commercial Designation for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.
6. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-22: Sanctuary Gardens and Wellness, L.L.C. requests rezoning from RE, Residential Estates Dwelling District, to CR, Rural Commercial District, for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.
7. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-6, a Preliminary Plat submitted by Saffron Fletcher/Sanctuary Gardens and Wellness, L.L.C. (NSE Engineering Consultants) for ALAMEDA GARDEN CENTER for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.

Special Uses

8. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-27 for Binh Vu To and Hong Loan Thi Danh request Special Use for Medical Marijuana Processing (Tier III) for property currently zoned C-2, General Commercial District, and located at 1228 Lindsey Plaza Drive.
9. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-28 for 12 Blocks High requests Special Use for Medical Marijuana

Processor, one of the specific uses permitted in the M-1, Restricted Industrial District, for property currently zoned A-2, Rural Agricultural District and located at 13628 Crystal Brook Circle.

NRHS Porter Campus

- [10.](#) Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-57 for Norman Regional Health System and the City of Norman request amendment of the NORMAN 2025 Land Use and Transportation Plan from Institutional Designation to Mixed Use Designation for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.
- [11.](#) Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-29 for Norman Regional Health System and the City of Norman request rezoning from R-1, Single Family Dwelling District, C-3, Intensive Commercial District, and O-1, Office-Institutional District, to PUD, Planned Unit Development, for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.
- [12.](#) Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-9, a Preliminary Plat submitted by Norman Regional Health System and the City of Norman (SMC Consulting Engineers, P.C.) for NORMAN REGIONAL HEALTH SYSTEM PORTER CAMPUS, a Planned Unit Development for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.
- [13.](#) Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-30 for Norman Regional Health System and the City of Norman request vacation and closure of certain public interests in an alley, a portion of Ponca Avenue, and a portion of Griffin Avenue.

Historic District Documents

- [14.](#) Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-58 – A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING THE HISTORIC PRESERVATION GUIDELINES TO BE USED BY THE NORMAN HISTORIC DISTRICT COMMISSION IN REVIEWING PROPOSED ADDITIONS, ALTERATIONS, AND DEMOLITIONS TO STRUCTURES LOCATED IN THE HISTORIC DISTRICTS.
- [15.](#) Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-31 – AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 22 (ZONING ORDINANCE), ARTICLE XI, SPECIFIC DISTRICT REGULATIONS, SECTION 429.3 IN DEFINITIONS DELETING CONSERVATION AND ADDING ORIGINAL, PERIOD OF SIGNIFICANCE, RELOCATION, SECTRARY OF THE INTERIOR STANDARDS OF HISTORIC BUILDINGS; EDITS FOR CONSISTENCY OR CORRECTIVE PURPOSES; ADDED WRITTEN DENIAL REQUIREMENT; ADDED SEVEN DAY NOTICE; EXTENDED TIME LIMIT OF COA FROM SIX MONTHS TO TWELVE MONTHS; RESTRUCTURED EXCEPTIONS TO ADMINISTRATIVE BYPASS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

**MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF
ADJOURNMENT**

File Attachments for Item:

1. Consideration of Approval, Rejection, Amendment, and/or Postponement of the Minutes of the November 18, 2021 Regular Planning Commission Meeting

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CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER: Name

PRESENTER: Roné Tromble, Admin. Tech. IV

ITEM TITLE: Consideration of Approval, Rejection, Amendment, and/or Postponement of the Minutes of the November 18, 2021 Regular Planning Commission Meeting

ACTION NEEDED:

Approve the minutes of the November 18, 2021 Regular Planning Commission Meeting as presented, or as amended.

NORMAN PLANNING COMMISSION
REGULAR SESSION MINUTES

NOVEMBER 18, 2021

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers of the Norman Municipal Building, 201 West Gray Street, on the 18th day of November, 2021.

Notice and agenda of the meeting was posted at the Norman Municipal Building and online at <https://norman-ok.municodemeetings.com> at least twenty-four hours prior to the beginning of the meeting.

Chair Erica Bird called the meeting to order at 6:30 p.m.

* * *

ROLL CALL

MEMBERS PRESENT

Erin Williford
Kevan Parker
Steven McDaniel
Erica Bird
Sandy Bahan
Michael Jablonski

MEMBERS ABSENT

Nouman Jan
Lark Zink
Dave Boeck

A quorum was present.

STAFF MEMBERS PRESENT

Jane Hudson, Director, Planning &
Community Development
Lora Hoggatt, Planning Services Manager
Logan Hubble, Planner I
Roné Tromble, Recording Secretary
Ken Danner, Subdivision Development
Manager
Todd McLellan, Development Engineer
Beth Muckala, Asst. City Attorney
Jami Short, Traffic Engineer
Bryce Holland, Multimedia Specialist

* * *

CONSENT DOCKET

Item No. 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES OF THE OCTOBER 14, 2021 REGULAR PLANNING COMMISSION MEETING.

Item No. 2, being:

PP-2122-3 – CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT SUBMITTED BY UNITED PENTECOSTAL CHURCH OF NORMAN (MACBAX LAND SURVEYING, PLLC) FOR APOSTOLIC WORSHIP CENTER FOR 4.98 ACRES OF PROPERTY LOCATED AT 3221 N. PORTER AVENUE.

Item No. 3, being:

SFP-2122-4 – CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SFP-2122-4, A SHORT FORM PLAT SUBMITTED BY 410 24TH AVENUE PROPERTIES, L.L.C. (GOLDEN LAND SURVEYING) FOR POWELL ADDITION FOR 0.5588 ACRES OF PROPERTY GENERALLY LOCATED ON THE WEST SIDE OF 24TH AVENUE S.W. APPROXIMATELY 1/3 MILE SOUTH OF W. MAIN STREET.

Item No. 4, being:

COS-2122-6 – CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-6 SUBMITTED BY BRENT AND KATIE DAVIS (WALLACE DESIGN COLLECTIVE) FOR FOUR D ACRES, WITH A VARIANCE TO THE 10 ACRE MINIMUM SIZE REQUIREMENT, FOR APPROXIMATELY 9.86 ACRES OF PROPERTY GENERALLY LOCATED ON THE NORTH SIDE OF E. ROBINSON STREET APPROXIMATELY ½ MILE EAST OF 48TH AVENUE N.E.

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Chair Bird asked if any member of the Commission wished to remove any item from the Consent Docket. Commissioner Jablonski asked to remove Item 3, the Short Form Plat for POWELL ADDITION. She asked if any member of the public wished to remove any item. There being none, she asked for a motion.

Sandy Bahan moved to amend the Consent Docket by removing Item 3, SFP-2122-4 for POWELL ADDITION, and approve the amended Consent Docket as presented. Michael Jablonski seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Sandy Bahan, Michael Jablonski
NAYES	None
MEMBERS ABSENT	Nouman Jan, Lark Zink, Dave Boeck

The motion, to adopt the Consent Docket as amended, passed by a vote of 6-0.

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CONSENT DOCKET

Item No. 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES OF THE OCTOBER 14, 2021 REGULAR PLANNING COMMISSION MEETING.

The minutes of the October 14, 2021 Regular Planning Commission meeting were adopted as presented on the Consent Docket by a vote of 6-0.

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Item No. 2, being:

PP-2122-3 – CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PRELIMINARY PLAT SUBMITTED BY UNITED PENTECOSTAL CHURCH OF NORMAN (MACBAX LAND SURVEYING, PLLC) FOR APOSTOLIC WORSHIP CENTER FOR 4.98 ACRES OF PROPERTY LOCATED AT 3221 N. PORTER AVENUE.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Preliminary Plat
3. Staff Report
4. Transportation Impacts
5. Site Plan
6. Pre-Development Summary
7. Greenbelt Commission Action

This item was approved on the Consent Docket by a vote of 6-0.

*

Item No. 4, being:

COS-2122-6 – CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2122-6 SUBMITTED BY BRENT AND KATIE DAVIS (WALLACE DESIGN COLLECTIVE) FOR FOUR D ACRES, WITH A VARIANCE TO THE 10 ACRE MINIMUM SIZE REQUIREMENT, FOR APPROXIMATELY 9.86 ACRES OF PROPERTY GENERALLY LOCATED ON THE NORTH SIDE OF E. ROBINSON STREET APPROXIMATELY ½ MILE EAST OF 48TH AVENUE N.E.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Certificate of Survey
3. Staff Report
4. Variance Request
5. Plot Plan
6. Greenbelt Commission Action

This item was approved on the Consent Docket by a vote of 6-0.

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NON-CONSENT ITEMS

Item No. 3, being:

SFP-2122-4 – CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SFP-2122-4, A SHORT FORM PLAT SUBMITTED BY 410 24TH AVENUE PROPERTIES, L.L.C. (GOLDEN LAND SURVEYING) FOR POWELL ADDITION FOR 0.5588 ACRES OF PROPERTY GENERALLY LOCATED ON THE WEST SIDE OF 24TH AVENUE S.W. APPROXIMATELY 1/3 MILE SOUTH OF W. MAIN STREET.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Short Form Plat
3. Staff Report
4. Site Plan

PRESENTATION BY STAFF:

1. Mr. Ken Danner presented the staff report.
2. Commissioner Jablonski asked questions.

PRESENTATION BY THE APPLICANT:

1. Brad Worster, representing 410 24th Avenue Properties, was available to answer questions.
2. Commissioner Jablonski commented

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Steven McDaniel moved to approve SFP-2122-4, the Short Form Plat for POWELL ADDITION. Erin Williford seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird,
NAYES	Sandy Bahan, Michael Jablonski
MEMBERS ABSENT	Nouman Jan, Dave Boeck, Lark Zink

The motion, to approve SFP-2122-4, passed by a vote of 4-2.

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Item No. 5, being:

O-2122-21 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2122-21 FOR JOHNSON & ASSOCIATES, ON BEHALF OF UNIVERSITY NORTH PARK, REQUESTS AMENDMENT OF THE EXISTING PUD, PLANNED UNIT DEVELOPMENT (O-1415-45), FOR PROPERTY GENERALLY LOCATED ON THE EAST SIDE OF 24TH AVENUE N.W. SOUTH OF W. TECUMSEH ROAD.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Transportation Impacts
4. Amended and Restated University North Park PUD Development Plan, dated October 2021, with Exhibits A-M

PRESENTATION BY STAFF:

1. Ms. Jane Hudson presented the staff report.

PRESENTATION BY THE APPLICANT:

The applicant’s representative was in attendance, but did not make a presentation.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

*Steven McDaniel moved to recommend adoption of Ordinance No. O-2122-21 to City Council.
Erin Williford seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Sandy Bahan, Michael Jablonski
NAYES	None
MEMBERS ABSENT	Nouman Jan, Dave Boeck, Lark Zink

The motion, to recommend adoption of Ordinance No. O-2122-21 to City Council, passed by a vote of 6-0.

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Item No. 6, being:

O-2122-24 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2122-24 FOR WH NORMANDY CREEK, L.P. REQUESTS SPECIAL USE FOR A BAR, LOUNGE OR TAVERN FOR PROPERTY LOCATED AT 2224 W. MAIN STREET, SUITE 2262.

ITEMS SUBMITTED FOR THE RECORD:

1. Location Map
2. Staff Report
3. Site Plan
4. Pre-Development Summary

PRESENTATION BY STAFF:

1. Mr. Logan Hubble presented the staff report.

PRESENTATION BY THE APPLICANT:

1. Mr. David Hartnack, representing the applicant, presented the project.
2. Commissioner Parker asked questions.
3. Commissioner Bird made comments.
4. Commissioner McDaniel asked questions.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

*Michael Jablonski moved to recommend adoption of Ordinance No. O-2122-24 to City Council.
Sandy Bahan seconded the motion.*

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Sandy Bahan, Michael Jablonski
NAYES	None
MEMBERS ABSENT	Nouman Jan, Dave Boeck, Lark Zink

The motion, to recommend adoption of Ordinance No. O-2122-24 to City Council, passed by a vote of 6-0.

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Item No. 7, being:

O-2122-25 – CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE NO. O-2122-25, AN ORDINANCE OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 429.1, SUB-SECTION 4, OF THE ZONING ORDINANCE TITLED FLOOD HAZARD DISTRICT LAND USES TO REQUIRE THAT CERTAIN FEATURES OF AND EQUIPMENT SERVICING NEW OR SUBSTANTIALLY IMPROVED STRUCTURES IN THE FLOODPLAIN, AS FURTHER SET FORTH IN THE ORDINANCE, BE ELEVATED A MINIMUM OF 2 FEET ABOVE THE BASE FLOOD ELEVATION; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Annotated Ordinance No. O-2122-25

PRESENTATION BY STAFF:

1. Mr. Todd McLellan presented the staff report.
2. Commissioner Bird asked questions.
3. Commissioner Parker asked questions.
4. Commissioner Williford asked questions.

AUDIENCE PARTICIPATION:

None

DISCUSSION AND ACTION BY THE PLANNING COMMISSION:

Erin Williford moved to recommend adoption of Ordinance No. O-2122-25 to City Council. Kevan Parker seconded the motion.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS	Erin Williford, Kevan Parker, Steven McDaniel, Erica Bird, Sandy Bahan, Michael Jablonski
NAYES	None
MEMBERS ABSENT	Nouman Jan, Dave Boeck, Lark Zink

The motion, to recommend adoption of Ordinance No. O-2122-25 to City Council, passed by a vote of 6-0.

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MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

None

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ADJOURNMENT

There being no further comments from Commissioners or staff, and no further business, the meeting adjourned at 7:02 p.m.

Norman Planning Commission

File Attachments for Item:

2. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-7, a Preliminary Plat submitted by Michael Roberts (Elysium)(J.W. Dansby) for ALPINE MOTORSPORTS ADDITION for 1.0 acres of property located at 520 W. Tecumseh Road.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

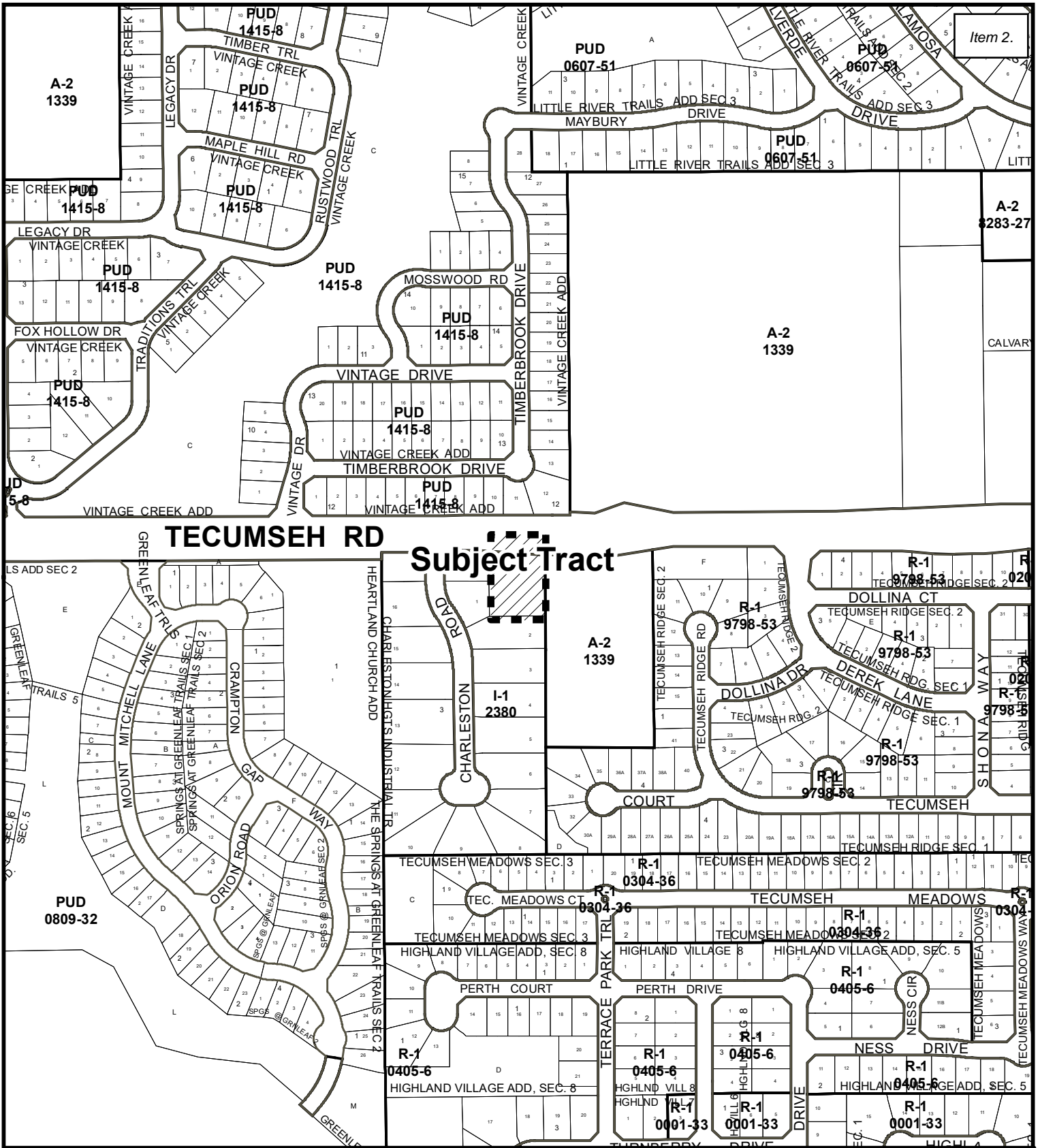
REQUESTER: Michael Roberts (Elysium)

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-7, a Preliminary Plat submitted by Michael Roberts (Elysium)(J.W. Dansby) for ALPINE MOTORSPORTS ADDITION for 1.0 acres of property located at 520 W. Tecumseh Road.

ACTION NEEDED:

Recommend adoption, or rejection of PP-2122-7 for ALPINE MOTORSPORTS ADDITION to City Council.



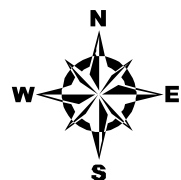
TECUMSEH RD

Subject Tract

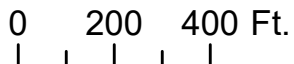
Location Map



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.



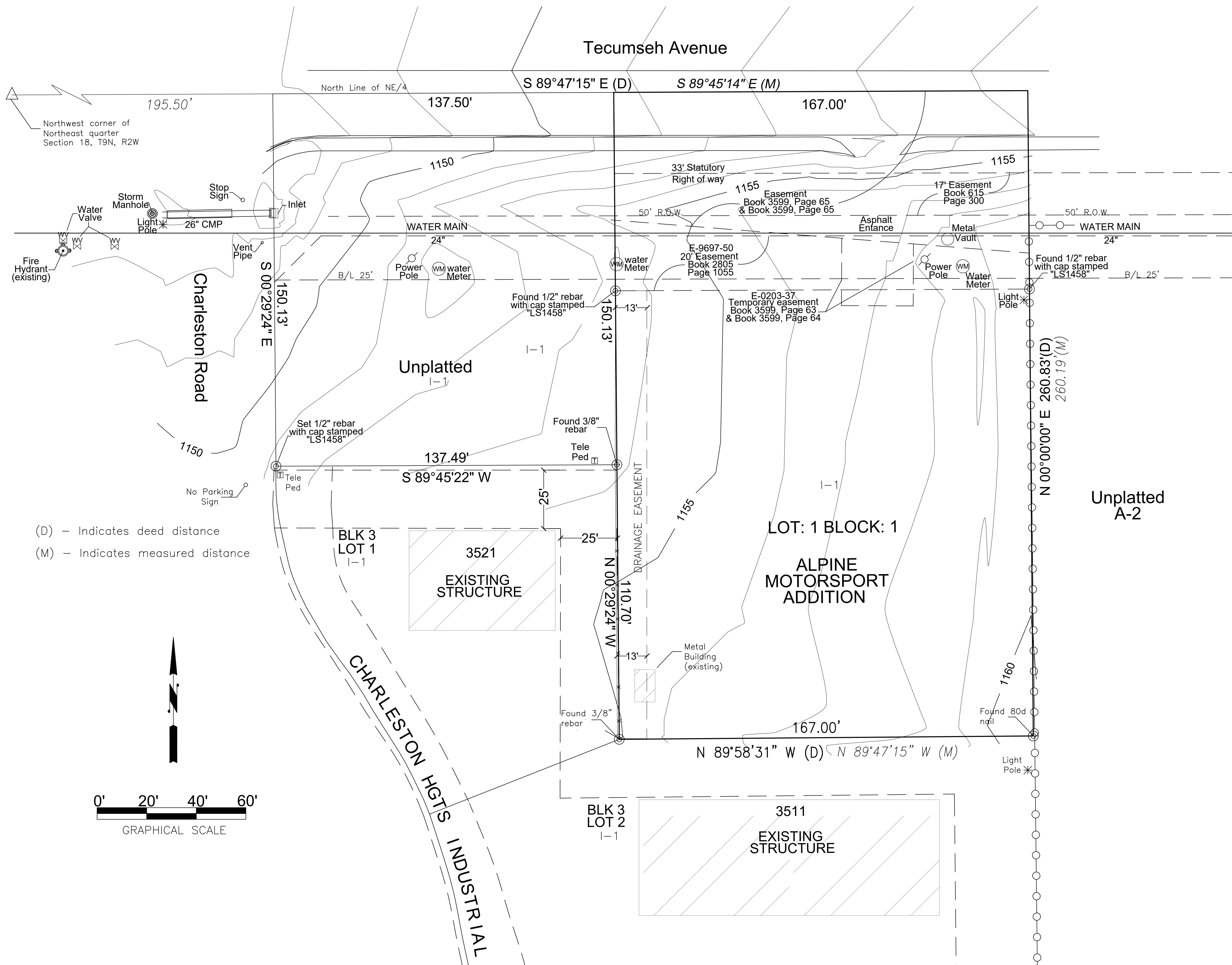
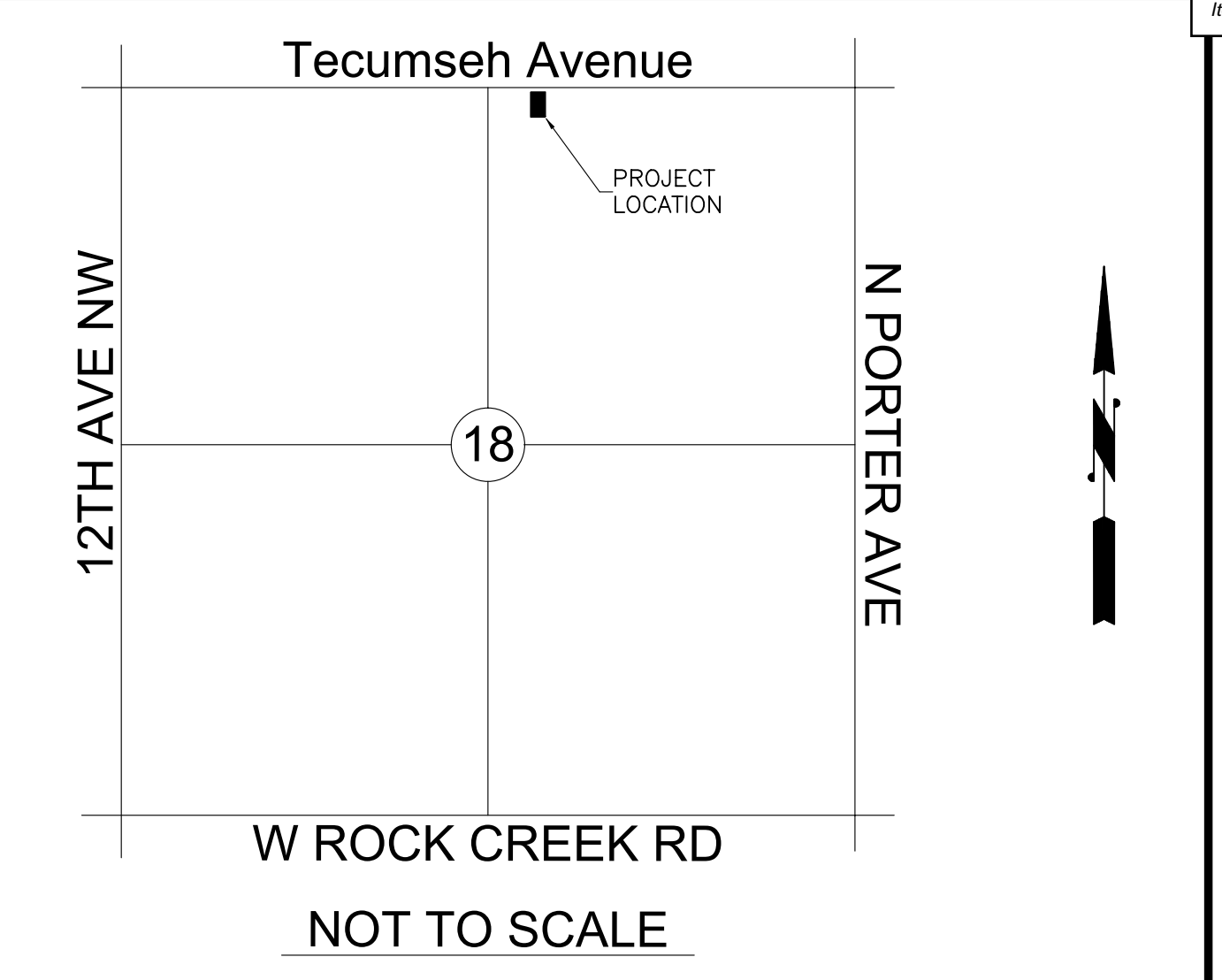
October 12, 2021



- Subject Tract
- Zoning

ALPINE MOTORSPORT ADDITION PRELIMINARY PLAT

NE/4 OF SECTION 18, T9N, R2W, I.M.
LOT: 1 BLOCK: 1
520 WEST TECUMSEH ROAD
NORMAN, CLEVELAND COUNTY, OKLAHOMA



Part of the North Half of the Northeast Quarter of Section 18, Township 9 North, Range 2 West of the Indian Meridian, Cleveland County, Oklahoma, described as follows:
Beginning at a point 500 feet S89°47'15" E of the Northwest corner of the Northeast quarter of Section 18;
Thence South 260.83 feet; Thence N89°47'15" W, a distance of 167 feet;
Thence North 260.83 feet; Thence S89°47'15" E, a distance of 167 feet to the Point or Place of Beginning

- EXCEPTIONS:**
9. Easement in favor of Oklahoma Gas and Electric Company recorded in Book 152, Page 268.
 10. Right-of-way Agreement in favor of Oklahoma Natural Gas Company recorded in Book 615, Page 330.
 11. Grant of Easement in favor of the City of Norman recorded in Book 2805, Page 1055.
 12. Resolution Declaring Recoupment for Improvements to Tecumseh Road recorded in Book 3372, Page 907.
 13. Resolution Declaring Recoupment for Improvements to Tecumseh Road recorded in Book 4832, Page 755.
 14. Temporary Easement in favor of the City of Norman recorded in Book 3599, Page 63.
 15. Temporary Easement in favor of the City of Norman recorded in Book 3599, Page 64.
 16. Grant of Easement in favor of the City of Norman recorded in Book 3599, Page 65.
 17. Grant of Easement in favor of the City of Norman recorded in Book 3599, Page 66.
 18. Rules and Regulations for the Central Oklahoma Master Conservancy District recorded in Book 1897, Page 303, and in Book 1899, Page 29, and in Book 5873, Page 1469.

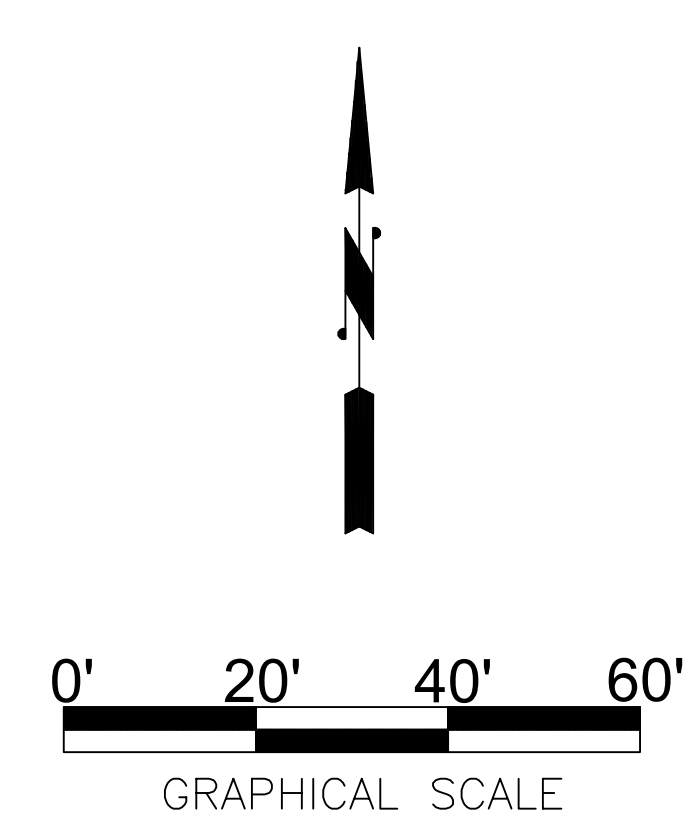
STORM DRAINAGE DETENTION FACILITY EASEMENT

DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONSTRUCTED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE DRAINAGE DETENTION FACILITY EASEMENT SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNER(S) IN THE PLAT OF HAMES ADDITION TO THE CITY OF NORMAN; HOWEVER, IF MAINTENANCE IS NEGLECTED OR SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES AND IS DETERMINED TO BE A HAZARD OR THREAT TO PUBLIC SAFETY BY THE CITY ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNER(S). OFFICIALS REPRESENTING THE PUBLIC WORKS DEPARTMENT, SHALL HAVE THE RIGHT TO ENTER UPON THE EASEMENT FOR PURPOSES OF PERIODIC INSPECTION AND/OR CORRECTIVE MAINTENANCE OF THE FACILITY. UPON RECEIVING WRITTEN APPROVAL FROM THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNER(S) MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE DETENTION FACILITY.

ZONING:
EXISTING ZONING: I-1
ENGINEER/SURVEYOR:
DANSBY ENGINEERING PLC
JW DANSBY P.E.# 11897
GREG P. SKINNER L.S. #1458
OWNER:
MICHAEL ROBERTS

DRAWING TITLE: PRELIMINARY PLAT	CLIENT: MICHAEL ROBERTS
DOCUMENT TITLE: 2397 ALPINE MOTORSPORT LLC	LOCATION: 520 W TECUMSEH RD NORMAN, OK 73069
DANSBY ENGINEERING PLC CIVIL & ENVIRONMENTAL ENGINEERS 2202 Westpark Dr, Suite B Norman, OK 73069 C.A. No. 5351 (405) 321-4049 Exp. 6/30/22	DRAWN BY: LCS CHKD BY: JWD PROJ. NO: 2397 CAD TITLE: REVISED:
SCALE: 1"=20'	DATE: 10/04/2021 DWG NO: 1 OF 1 REVISED: 10/29/2021

(D) - Indicates deed distance
(M) - Indicates measured distance



PRELIMINARY PLAT
PP-2122-7

ITEM NO. 2

STAFF REPORT

ITEM: Consideration of a Preliminary Plat for **ALPINE MOTORSPORTS ADDITION.**

LOCATION: Generally located one-half mile west of Porter Avenue on the south side of West Tecumseh Road (510 West Tecumseh Road).

INFORMATION:

1. Owner. Michael Roberts.
2. Developer. Michael Roberts.
3. Engineer. J.W. Dansby Engineering.

HISTORY:

1. October 18, 1961. City Council adopted Ordinance No. 1312 annexing this property into the Norman Corporate City limits without zoning.
2. December 19, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. January 23, 1962. City Council adopted Ordinance No. 1339 placing this property in A-2, Rural Agricultural District.
4. March 11, 1971. Planning Commission, on a vote of 7-0, recommended to City Council that this property be placed in the I-1, Light Industrial District and removed from A-2, Rural Agricultural District.
5. March 30, 1971. City Council adopted Ordinance No. 2380 placing this property in the I-1, Light Industrial District and removing it from A-2, Rural Agricultural District.
6. July 8, 1971. Planning Commission, on a vote of 8-0, approved the preliminary plat for Charleston Heights Addition.
7. January 9, 1975. Planning Commission, on a vote of 7-0, tabled the revised preliminary plat for Charleston Industrial Tract Addition.

8. February 13, 1975. Planning Commission reviewed the revised preliminary plat for Charleston Heights Industrial Tract and request for alley variance. A motion to approve the requested variance and preliminary plat failed to receive the required 2/3 majority vote, and therefore failed on a vote of 5-3-1.
9. April 10, 1975. Planning Commission, on a vote of 7-1-1, approved the revised preliminary plat for Charleston Heights Industrial Tract Addition.
10. April 10, 1980. The approval of the preliminary plat became invalid.

IMPROVEMENT PROGRAM:

1. Fire Protection. A fire hydrant will be installed in accordance with approved plans. Its location has been approved by the Fire Department.
2. Permanent Markers. Permanent markers will be installed prior to filing of a final plat.
3. Sanitary Sewers. This property is not served by a public sanitary sewer system. Oklahoma Department of Environmental Health has approved a private system to serve the lot.
4. Sidewalks. There is an existing sidewalk adjacent to West Tecumseh Road.
5. Drainage. Drainage and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately maintained detention facility will be constructed for the conveyance of storm water.
6. Streets. West Tecumseh Road street paving is existing.
7. Water Mains. There is an existing 24" water main located on the south side of West Tecumseh Road.

PUBLIC DEDICATIONS:

1. Easements. All required easements are dedicated to the City.
2. Rights-of-Way. Street right-of-way for Tecumseh Road is existing.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary plat and site plan are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The owner is proposing an automotive repair facility on a one-acre lot. Staff recommends approval of the preliminary plat for Alpine Motorsports Addition.

P.C. Agenda 12-9-21
Preliminary Plat for Alpine Motorsports Addition
Page 3

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Alpine Motorsports Addition to City Council.

ACTION TAKEN: _____



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: November 4, 2021

CONDUCTED BY: Jami L. Short, P.E.
City Traffic Engineer

PROJECT NAME: Alpine Motorsports Addition PP

PROJECT TYPE: Commercial

Owner: Michael Roberts
Developer's Engineer: Dansby Engineering L.L.C.
Developer's Traffic Engineer: Traffic Engineering Consultants, Inc.

SURROUNDING ENVIRONMENT (Streets, Developments)

The areas surrounding this site are generally commercial to the west and low density residential to the north and east. Tecumseh Road connects to Porter Avenue to the east and 12th Avenue NW to the west. This portion of Tecumseh Road is designated as US Highway 77.

ALLOWABLE ACCESS:

The access will be in accordance with Section 4018 of the City's Engineering Design Criteria.

EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)

Tecumseh Road: 4 lanes (existing and future). Speed Limit—45 mph. No sight distance problems. No median.

ACCESS MANAGEMENT CODE COMPLIANCE: YES NO

Proposed access for the development will comply with what is allowed in the subdivision regulations.

TRIP GENERATION

	Total	In	Out
Weekday	194	97	97
A.M. Peak Hour	11	7	4
P.M. Peak Hour	24	12	12

TRANSPORTATION IMPACT STUDY REQUIRED? YES NO

Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer submitted a traffic impact memorandum documenting the trip generation information for this development . The development is proposed for location on the south side of Tecumseh Road approximately 2,200 feet west of Porter Avenue.

RECOMMENDATION: APPROVAL DENIAL N/A STIPULATIONS

Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.

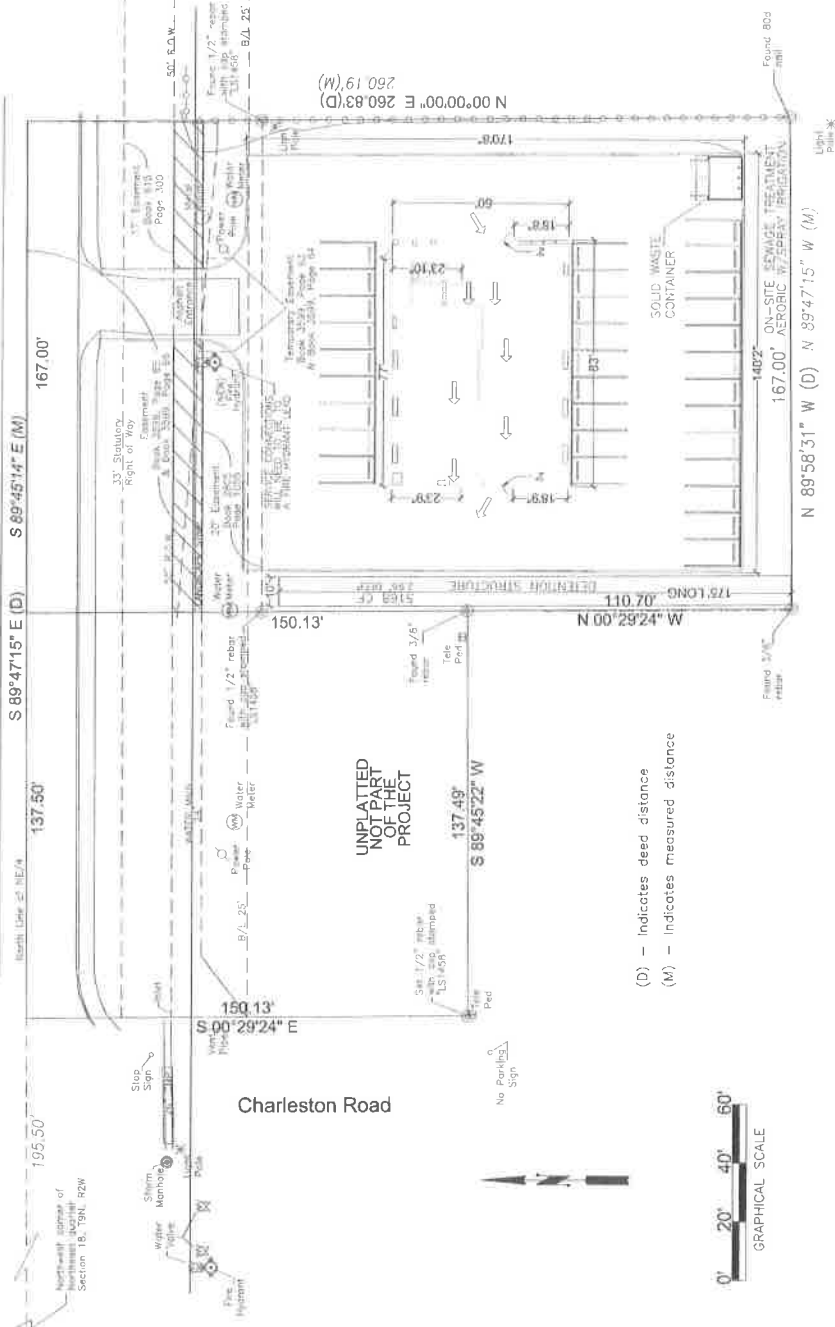
The proposed addition will access Tecumseh Road to the north of the development. Capacity exceeds demand in this area. As such, no off-site improvements are anticipated.

ALPINE MOTORSPORT ADDITION SITE PLAN

NE/4 OF SECTION 18, T9N, R2W, I.M.
LOT: 1 BLOCK: 1

520 WEST TECUMSEH ROAD
NORMAN, CLEVELAND COUNTY, OKLAHOMA

Tecumseh Avenue



(D) - Indicates deed distance
(M) - Indicates measured distance



Part of the North Portion of the Northeast Quarter of Section 18, Township 9 North, Range 2 West, I.M., Cleveland County, Oklahoma, is described as follows:
Beginning at a point 500 feet S89°47'15\"/>

LEGEND

- WATER METER
- WATER VALVE
- POWER POLE
- TELE PAD
- METAL VAULT
- LIGHT POLE
- FENCE LINE
- TARGET LOCATION
- FIRE HYDRANT

ZONING:
EXISTING ZONING: I-1
ENGINEER/SURVEYOR:
DANSHBY ENGINEERING PLC
JW DANSHBY P.E. #11987
GREG P. SKINNER L.S. #1498
OWNER:
MICHAEL ROBERTS

DATE: 10/11/14	SCALE: AS SHOWN
PROJECT: 520 WEST TECUMSEH ROAD, I.M.	SCALE: 1/8\"/>
DRAWN BY: JWB	DATE: 10/11/14
CHECKED BY: GPK	DATE: 10/11/14
APPROVED BY: JWB	DATE: 10/11/14
PROJECT: 520 WEST TECUMSEH ROAD, I.M.	DATE: 10/11/14
DATE: 10/11/14	DATE: 10/11/14
DATE: 10/11/14	DATE: 10/11/14
DATE: 10/11/14	DATE: 10/11/14
DATE: 10/11/14	DATE: 10/11/14
DATE: 10/11/14	DATE: 10/11/14

Item 2.

Applicant: Michael Roberts

Project Location: 520 W. Tecumseh Rd.

Case Number: PD21-33

Time: 5:30 p.m.

Applicant/Representative

J.W. Dansby
Michael Roberts

Attendees

Joe Christian
Judy Christian
David Nichols
Brenda Nichols
Garrett Griggs

City Staff

Lora Hoggatt, Planning Services Manager
Heather Poole, Assistant City Attorney
Ken Danner, Subdivision Development Manager

Application Summary

The applicant is requesting to preliminary plat the subject property for an automobile service and repair shop, Alpine Motorsports.

Neighbor's Comments/Concerns/Responses

A neighbor asked where cars will be parked while not in the shop. The applicant showed the parking will be mostly behind the building. Neighbors were concerned about lighting. The applicant anticipates one pole light and security lighting. City staff explained full cut-off lighting is required with building permits. Neighbors asked about noise levels. The applicant explained it will not be louder than other parking lots. The repair staff does not use air tools, only battery pack tools. Neighbors asked about hours of operation. The applicant will have Monday-Friday 8am-5pm hours. The applicant explained the building will not be up against the street but set back and will have access off Tecumseh.

File Attachments for Item:

3. Consideration of approval, acceptance, rejection, amendment, and/or postponement of PP-2122-8, a Preliminary Plat submitted by Byren and Katherine Trent (Cimarron) for TRENT ESTATES for 25.33 acres of property generally located on the east side of 96th Avenue N.E. approximately 1 mile north of East Robinson Street.



CITY OF NORMAN, OK STAFF REPORT

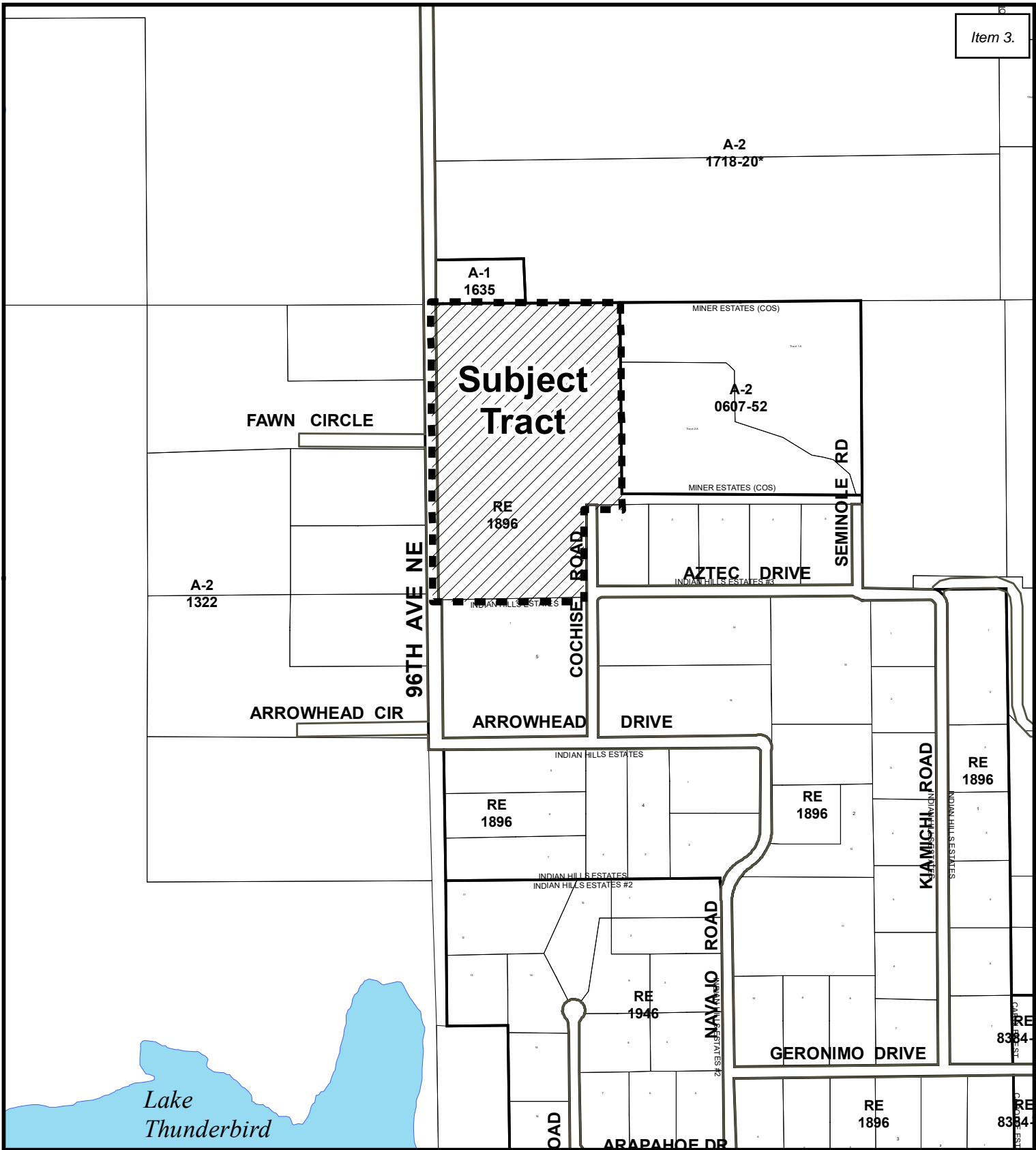
MEETING DATE: 12/09/2021

REQUESTER: Byren & Katherine Trent

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: Consideration of approval, acceptance, rejection, amendment, and/or postponement of PP-2122-8, a Preliminary Plat submitted by Byren and Katherine Trent (Cimarron) for TRENT ESTATES for 25.33 acres of property generally located on the east side of 96th Avenue N.E. approximately 1 mile north of East Robinson Street.

ACTION NEEDED: Recommend approval, acceptance, rejection, amendment, and or postponement of PP-2122-8, the Preliminary Plat for TRENT ESTATES, to City Council.

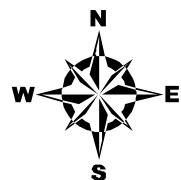


Item 3.

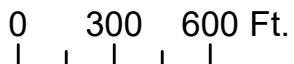
Location Map





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.



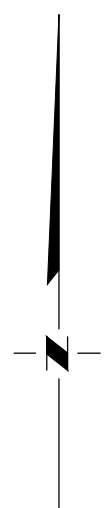
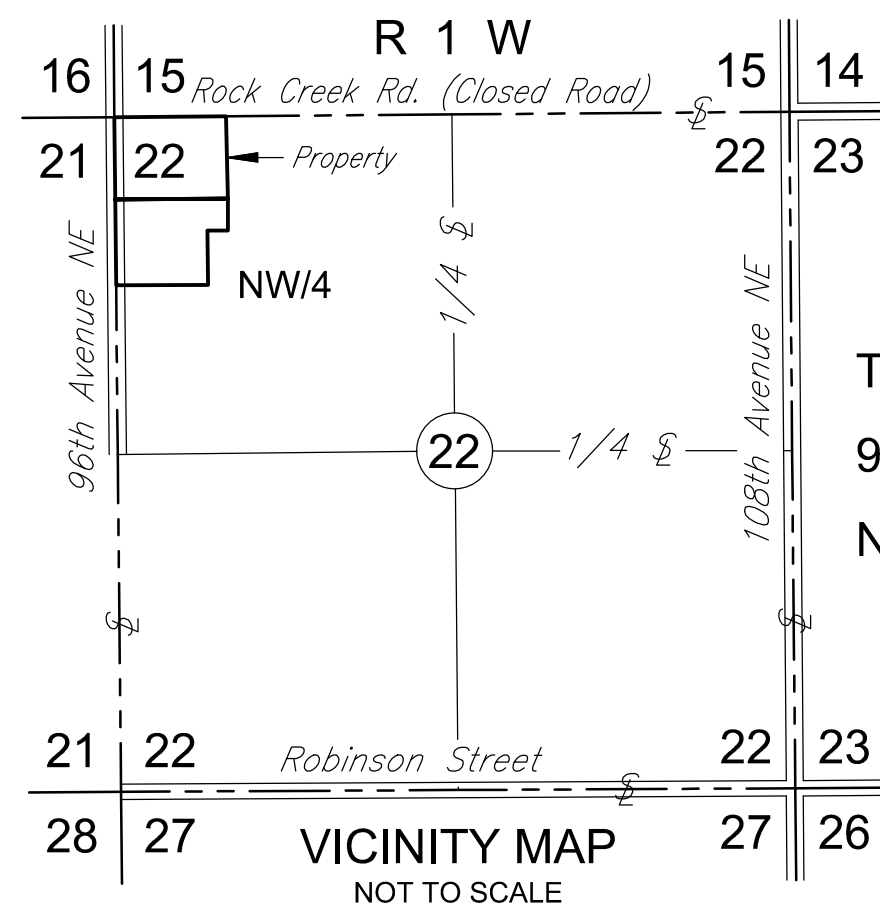
November 4, 2021



-  Subject Tract
-  Zoning

G:\arcGIS10\MapTemplates&T1_LocationMapArcMap10.mxd

PRELIMINARY PLAT OF TRENT ESTATES
An Addition to the City of Norman, Cleveland County, Oklahoma

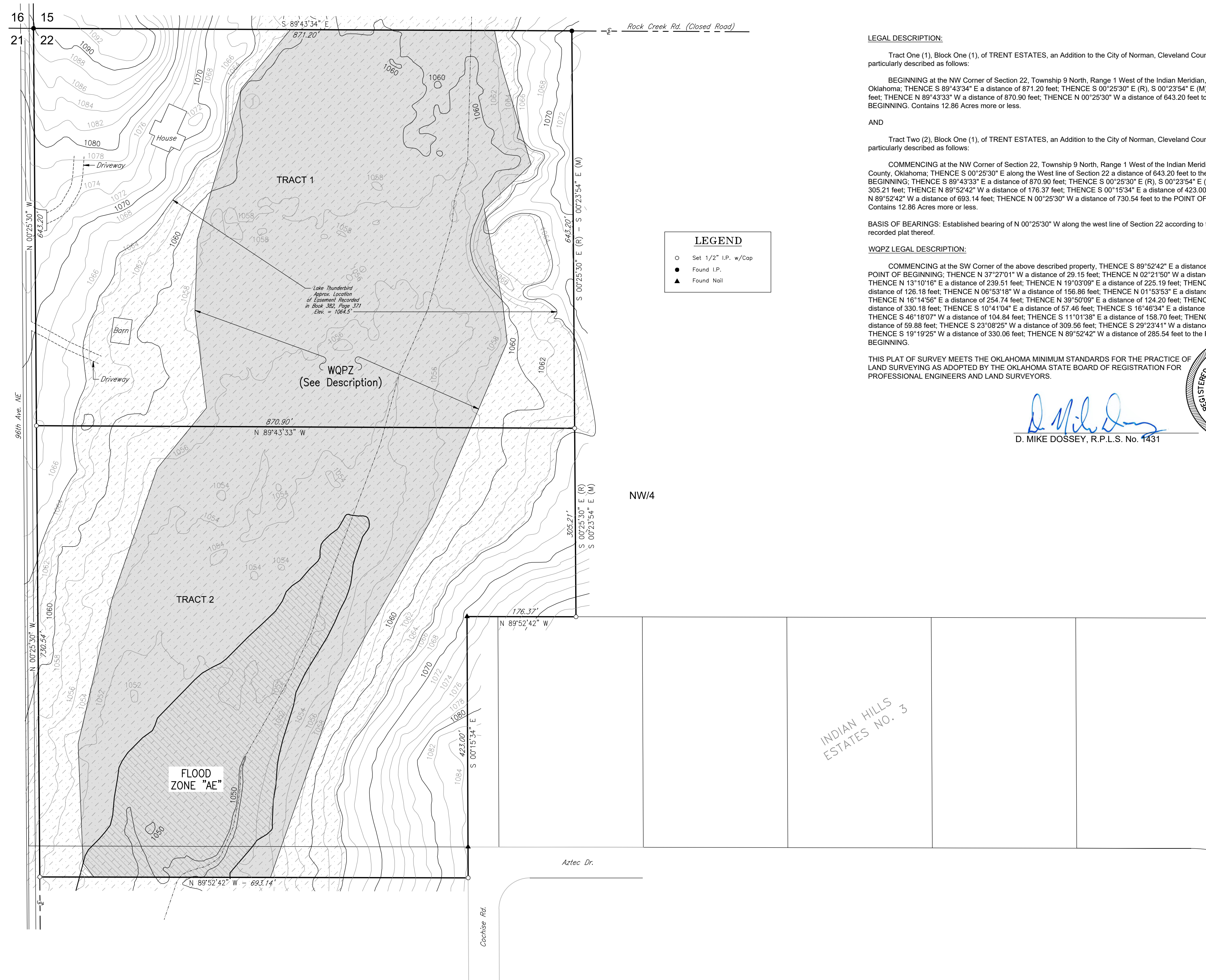


FLOOD ZONE DESIGNATION

SUBJECT PROPERTY IS PARTIALLY LOCATED IN FLOOD ZONE "AE", ACCORDING TO FIRM MAP #40027C0310, DATED 09/26/08

Notes:

- A United States flowage easement lies on a portion of this parcel. This flowage easement was recorded on December 7, 1962 at Book 382, Page 371 of the Deed Records of Cleveland County, Oklahoma. The flowage easement prohibits certain activities below elevation 1064.5 feet including construction of buildings used for human occupancy as well as other structures which would interfere with the operation of the Project for its primary purposes, and also prohibits artificial changes in topography except for terracing and soil conservation measures.
- (WQPZ) - Indicates the Water Quality Protection Zone. There shall be no clearing, grading, construction or disturbance of vegetation in this area except as permitted by the Director of Public Works, unless such disturbance is done in accordance with 19-514E of the Norman City Code. The WQPZ is subject to protective covenants that may be found in the Land Records and that may restrict disturbance and use of these areas.



LEGAL DESCRIPTION:

Tract One (1), Block One (1), of TRENT ESTATES, an Addition to the City of Norman, Cleveland County, Oklahoma more particularly described as follows:

BEGINNING at the NW Corner of Section 22, Township 9 North, Range 1 West of the Indian Meridian, Cleveland County, Oklahoma; THENCE S 89°43'34" E a distance of 871.20 feet; THENCE S 00°25'30" E (R), S 00°23'54" E (M) a distance of 643.20 feet; THENCE N 89°43'33" W a distance of 870.90 feet; THENCE N 00°25'30" W a distance of 643.20 feet to the POINT OF BEGINNING. Contains 12.86 Acres more or less.

AND

Tract Two (2), Block One (1), of TRENT ESTATES, an Addition to the City of Norman, Cleveland County, Oklahoma more particularly described as follows:

COMMENCING at the NW Corner of Section 22, Township 9 North, Range 1 West of the Indian Meridian, Cleveland County, Oklahoma; THENCE S 00°25'30" E along the West line of Section 22 a distance of 643.20 feet to the POINT OF BEGINNING; THENCE S 89°43'33" E a distance of 870.90 feet; THENCE S 00°25'30" E (R), S 00°23'54" E (M) a distance of 305.21 feet; THENCE N 89°52'42" W a distance of 176.37 feet; THENCE S 00°15'34" E a distance of 423.00; THENCE N 89°52'42" W a distance of 693.14 feet; THENCE N 00°25'30" W a distance of 730.54 feet to the POINT OF BEGINNING. Contains 12.86 Acres more or less.

BASIS OF BEARINGS: Established bearing of N 00°25'30" W along the west line of Section 22 according to the recorded plat thereof.

WQPZ LEGAL DESCRIPTION:

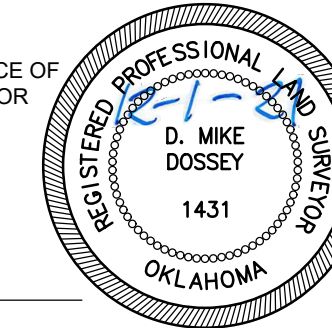
COMMENCING at the SW Corner of the above described property, THENCE S 89°52'42" E a distance of 87.68 feet to the POINT OF BEGINNING; THENCE N 37°27'01" W a distance of 29.15 feet; THENCE N 02°21'50" W a distance of 192.70 feet; THENCE N 13°10'16" E a distance of 239.51 feet; THENCE N 19°03'09" E a distance of 225.19 feet; THENCE N 39°11'13" E a distance of 126.18 feet; THENCE N 06°53'18" W a distance of 156.86 feet; THENCE N 01°53'53" E a distance of 116.76 feet; THENCE N 16°14'56" E a distance of 254.74 feet; THENCE N 39°50'09" E a distance of 124.20 feet; THENCE S 89°43'34" E a distance of 330.18 feet; THENCE S 10°41'04" E a distance of 57.48 feet; THENCE S 16°48'34" E a distance of 167.55 feet; THENCE S 46°18'07" W a distance of 104.84 feet; THENCE S 11°01'38" E a distance of 158.70 feet; THENCE S 06°34'57" E a distance of 59.88 feet; THENCE S 23°08'25" W a distance of 309.56 feet; THENCE S 29°23'41" W a distance of 310.17 feet; THENCE S 19°19'25" W a distance of 330.06 feet; THENCE N 89°52'42" W a distance of 285.54 feet to the POINT OF BEGINNING.

THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

LEGEND

- Set 1/2" I.P. w/Cap
- Found I.P.
- ▲ Found Nail

D. Mike Dossey
D. MIKE DOSSEY, R.P.L.S. No. 1431



INDIAN HILLS ESTATES NO. 3



1130 SW 89th Street, Suite 106, C-3
Oklahoma City, OK
800.492.7369
www.cimarronsurvey.com

SCALE: 1"=100'	SURV. BY: J.D.	DWG. NO.: 211492_OVERALL	1	REVISED WQPZ	12/01/21	T.A.W.	D.M.D.
DATE: 10/22/21	DRAWN BY: T.A.W.	AFE NO.:	NO.	REVISION	DATE	BY	APPR.
JOB NO.: 211492	APPR. BY: D.M.D.	SHEET 1 OF 1	NO.				

PRELIMINARY PLAT OF TRENT ESTATES

PRELIMINARY PLAT
PP-2122-8

ITEM NO. 3

STAFF REPORT

ITEM: Consideration of **PRELIMINARY PLAT FOR TRENT ESTATES.**

LOCATION: Located at the southeast corner of the intersection of 96th Avenue N.E. and Rock Creek Road (Closed).

INFORMATION:

1. Owners. Byren and Katherine Trent.
2. Developer. Byren and Katherine Trent.
3. Engineer/Surveyor. Cimarron Surveying and Mapping Co.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1312 annexing this property into the Corporate City Limits without zoning.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.
4. May 24, 1966. City Council adopted Ordinance No. 1896 placing this property in the RE, Residential Estates District and removing it from A-2, Rural Agricultural District.

IMPROVEMENT PROGRAM:

1. Fire Protection. The Norman Fire Department will provide fire protection.
2. Sanitary Sewer. Individual septic systems will be installed in accordance with City and Oklahoma Department of Environmental Quality standards. There is an existing system on Tract 1.
3. Streets. Ninety-sixth Avenue N.E. is classified as a rural collector street. Additional easement is not required. Rock Creek Road paving does not exist and is declared as a closed road/section.

4. Water. Tract 1 has an existing private water system. Private water system for Tract 2 will require City and Oklahoma Department of Environmental Quality approvals.
5. Acreage. This property consists of 25.72 acres. Tract 1 consists of 12.86 acres and Tract 2 consists of 12.86 acres.
7. WQPZ. Water Quality Protection Zone (WQPZ) is located within Tracts 1 and 2. The owners will be required to protect these areas. There is sufficient area for each tract to allow proposed structures and private sanitary sewer systems without encroaching into the WQPZ. Covenants will be required with final platting.
8. Flood Plain. Tract 2 contains Flood Plain.
9. Flowage Easement. Tracts 1 and 2 contains a Flowage Easement controlled by the Bureau of Reclamation. These areas are “no build” for residential use.
8. Covenants. Covenants addressing the WQPZ will be submitted with a final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map and preliminary plat are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: Staff recommends approval of preliminary plat for Trent Estates.

ACTION NEEDED: Recommend approval or disapproval of preliminary plat for Trent Estates to City Council.

ACTION TAKEN: _____

Applicant: Kathryn & Ryan Trent

Project Location: 2301 96th Avenue NE

Case Number: PD21-36

Time: 5:30 p.m.

Applicant/Representative

Kathryn Trent

Ryan Trent

Attendees

Sonja Montgomery

Brian Montgomery

City Staff

Jane Hudson, Planning Director

Ken Danner, Subdivision Manager

Application Summary

The applicant is requesting to preliminary plat.

Neighbor's Comments/Concerns/Responses

No comments

GBC 21-24

APPLICANT	Byren and Katherine Trent
LOCATION	96 th Ave. N.E., North of Arrowhead Dr.
PROPOSAL	Norman Rural Certificate of Survey – Trent Estates
NORMAN 2025 LAND USE	Current: Floodplain and Country Residential
LAND USE	Current: Single-Family Residential Proposed:Single-Family Residential

Greenbelt Commission Final Comments - GBC 21-24

Greenbelt forwards this item with no additional comments.

File Attachments for Item:

4. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Norman Rural Certificate of Survey COS-2122-7 submitted by Joseph Fugate (Pollard & Whited Surveying, Inc.) for DENVER ESTATES for 39.985 acres of property generally located east of 108th Avenue S.E. and approximately ¼ mile north of Lindsey Street, with a variance to the minimum acreage requirement and a variance in the private road width to 12'.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

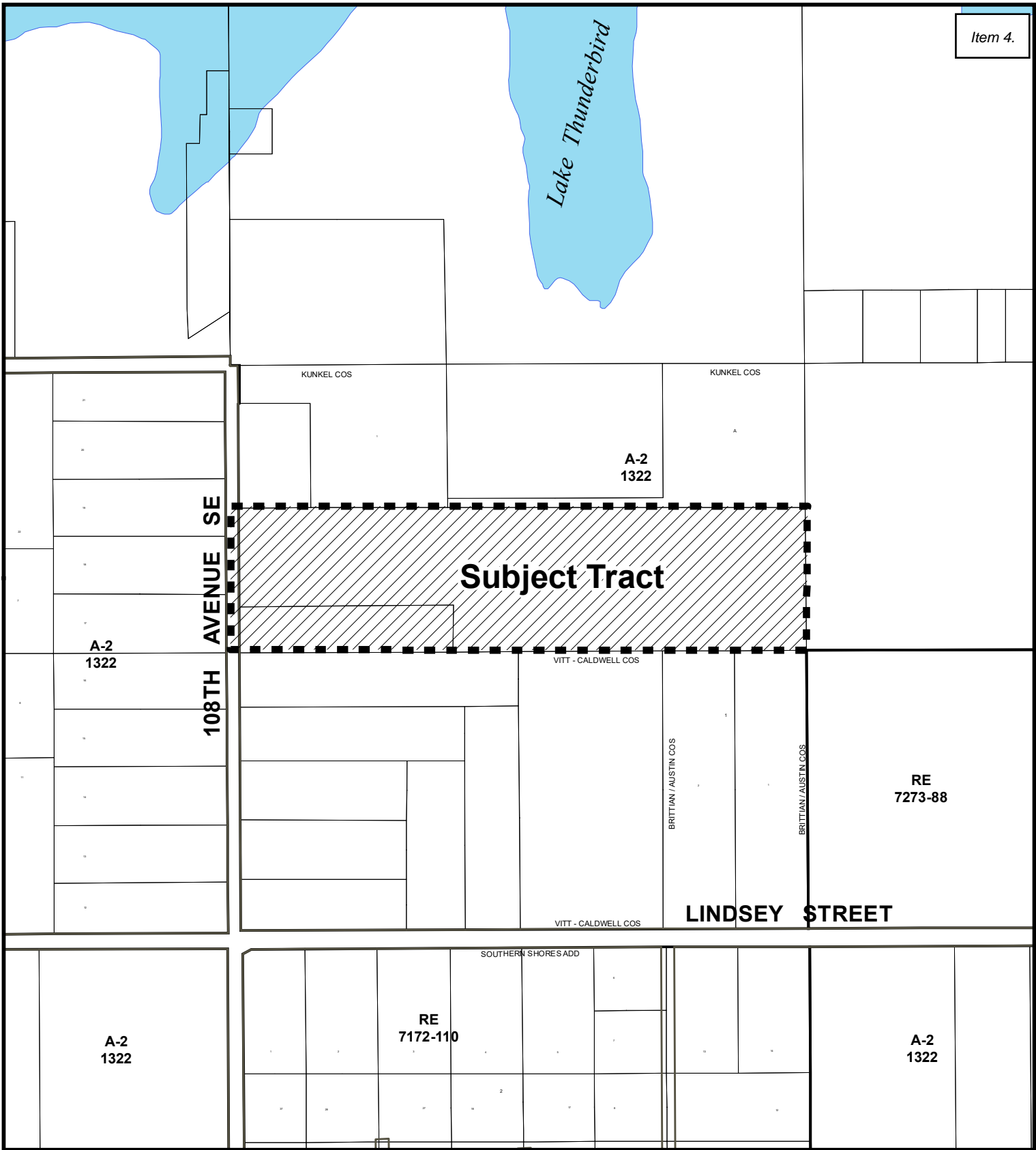
REQUESTER: Joseph Fugate

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of Norman Rural Certificate of Survey COS-2122-7 submitted by Joseph Fugate (Pollard & Whited Surveying, Inc.) for DENVER ESTATES for 39.985 acres of property generally located east of 108th Avenue S.E. and approximately ¼ mile north of Lindsey Street, with a variance to the minimum acreage requirement and a variance in the private road width to 12'.

ACTION NEEDED:

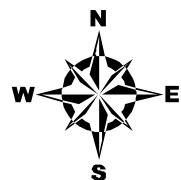
Recommend adoption, or rejection, of a variance in the minimum 10 acre requirement and a variance of the private road width from 20' to 12', and recommend approval or disapproval of COS-2122-7 for DENVER ESTATES to City Council.



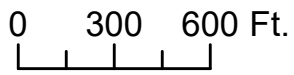
Location Map





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.

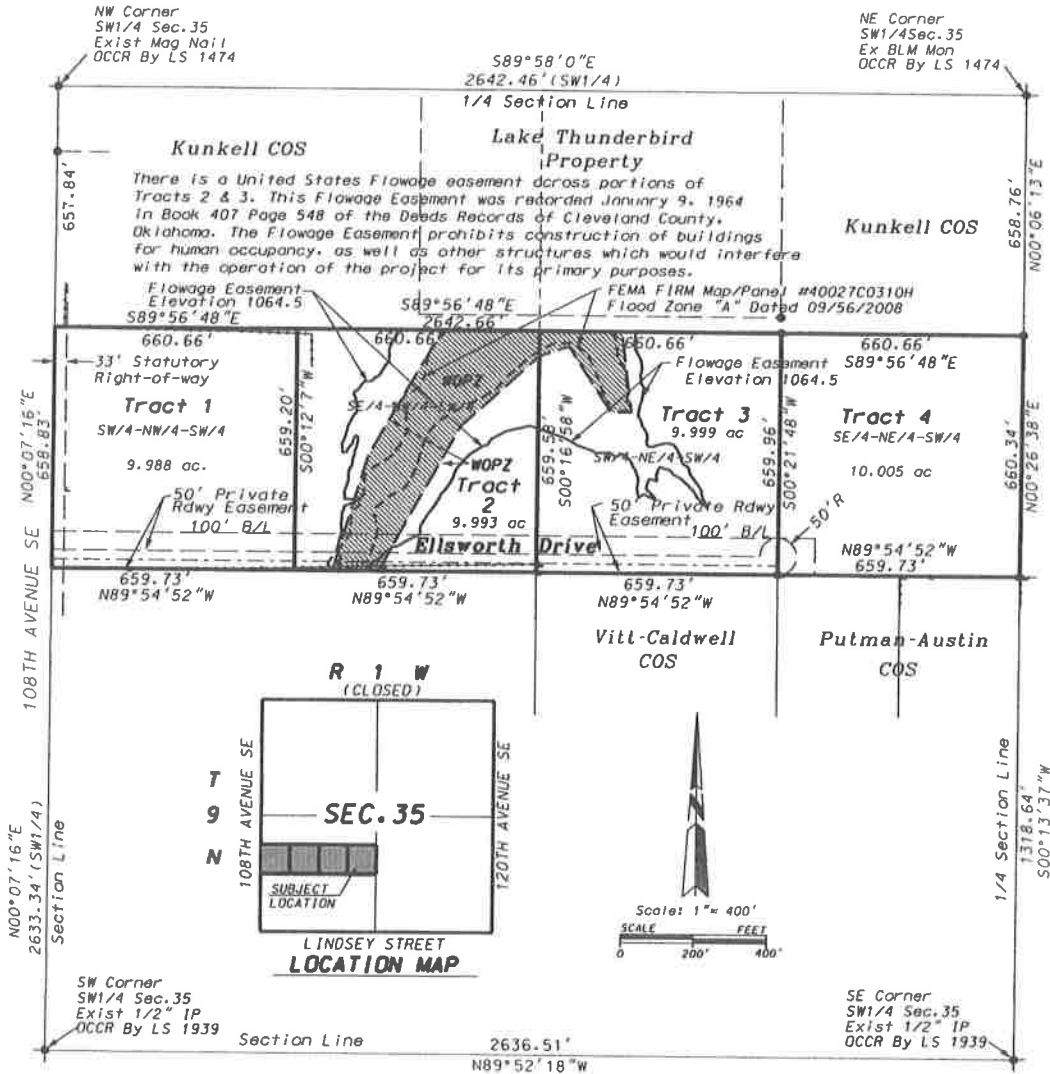


November 4, 2021



-  Subject Tract
-  Zoning

DENVER ESTATES
A NORMAN RURAL CERTIFICATE
OF SURVEY SUBDIVISION
 PART OF THE SW1/4 OF SECTION 35, T9N, R1W, I.M.
 NORMAN, CLEVELAND COUNTY, OKLAHOMA
COS 2122-7



NOTE:

Bearings Shown are Based on an Arbitrary Bearing of N00°07'16"E Between Existing Monuments On The West line of the SW1/4 of of Section 35, T9N, R1W, I.M., Cleveland County, Oklahoma.

(●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted.

(○) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "Pollard PLS 1474" or Set Mag Nail with washer marked "PWSurvey CA2380".

(OCCR) - Indicates Oklahoma Certified Corner Record on File With the Oklahoma Department of Libraries, Archives Division.

Section 35, T9N, R1W, IM was Surveyed by the Bureau of Land Management (BLM) for Lake Thunderbird Norman Reservoir, dated October 22, 1968.

(WOPZ) -Indicates the Water Quality Protective Zone. There shall be no clearing, grading, construction or disturbance of vegetation in this area except as permitted by the Director of Public Works, unless such disturbance is done in accordance with 19-514(E) of the Norman City Code. The WOPZ is subject to protective covenants that may be found in the Land Records and that may restrict disturbance and use of these areas.

POLLARD & WHITED SURVEYING, INC. 2514 Tee Drive Norman, OK 73069 405-366-0001 tmapwsurveying.com 405-443-8100 Mobile CA 2380 exp.6-30-23	Denver Estates	Joe Fugate
	Norman Rural Certificate Of Survey Subdivision	
	Part of the SW1/4 Sec.35,T9N,R1W, IM	
	Norman, Cleveland County, Oklahoma	
October 21, 2021	Drawn By:T.Pollard	
35-9n1w.dgn	Sheet 1 of 12	

CERTIFICATE OF SURVEY
COS-2122-7

ITEM NO. 4

STAFF REPORT

ITEM: Consideration of NORMAN RURAL CERTIFICATE OF SURVEY NO. COS-2122-7 FOR DENVER ESTATES.

LOCATION: Generally located one-quarter mile north of East Lindsey Street on the east side of 108th Avenue S.E.

INFORMATION:

1. Owners. Joseph Fugate.
2. Developer. Joseph Fugate.
3. Surveyor. Pollard & Whited Surveying, Inc.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. O-1312 annexing this property into the Norman Corporate City Limits without zoning.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.

IMPROVEMENT PROGRAM:

1. Fire Protection. Fire protection will be provided by the Norman Fire Department.
2. Sanitary Sewer. Individual sanitary sewer systems will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.
3. Water. Individual water wells will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.
4. Acreage. This property consists of 39.985 acres. Tract 1 consists of 9.988 acres, Tract 2 consists of 9.993 acres, Tract 3 consists of 9.999 acres and Tract 4 consists of 10.005 acres.

5. Private Road. The private road will serve four (4) tracts. City standards requires a private road width of twenty-feet unless serving four (4) tracts or lots or fewer. The applicant has requested a variance in the 20' width to a 12' width private road since it will serve only four tracts.
6. Water Quality Protection Zone. Tracts 2 and 3 contain WQPZ. However, there is sufficient area to construct structures outside of the WQPZ. This area will be protected by the owners per covenants.
7. Flood Plain. Tracts 2 and 3 contain Flood Plain. However there is sufficient area to construct a residential house without encroaching the flood plain. A Flood Plain permit is scheduled for the Flood Plain Permit Committee, December 6, 2021, regarding the private road crossing the Flood Plain.
8. Flowage Easement. Tracts 2 and 3 contain a Flowage Easement controlled by the Bureau of Reclamation. These areas are "no build" for residential use. The Bureau of Reclamation has reviewed this proposal.
9. Covenants. Covenants addressing the WQPZ are being reviewed by City Legal staff.

SUPPLEMENTAL MATERIAL: Copies of a location map, Norman Rural Certificate of Survey No. COS-2122-7 for Denver Estates and a letter of request for a variance in the minimum width requirement for a private road and minimum acreage requirement for Tracts 1, 2 and 3 are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The applicant's surveyor is requesting a variance in the private road width based on the fact it is serving four (4) or fewer lots or tracts. Staff recommends approval of a variance in the private road width requirement from 20' width to a 12' width since it will serve four tracts. In addition, the property does not contain a total of forty (40) acres because of a short section. A request has been made to vary the ten (10) acre requirement from 10 acres to 9.988 acres for Tract 1, 9.993 acres for Tract 2 and 9.999 for Tract 3. Staff supports the variances and Norman Rural Certificate of Survey No. COS-2122-7 for Denver Estates.

ACTION NEEDED: Recommend approval or disapproval of a variance in the private road width from 20' to 12' serving four tracts, variance in the minimum acreage requirement for Tract 1 from 10 acres to 9.963 acres and Tract 2 from 10 acres to 9.968 acres and Tract 3 from 10 acres to 9.999 acres and recommend approval or disapproval of Norman Rural Certificate of Survey No. COS-2122-7 for Denver Estates to City Council.

ACTION TAKEN: _____

POLLARD & WHITED SURVEYING, INC.

2514 Tee Drive Norman, OK 73069
office (405)366-0001
tim@pwsurveying.com

December 01, 2021

City Of Norman Planning Commission
and City of Norman Staff Members
201 W. Gray
Norman, OK 73070

Re: Variance Request for proposed Certificate of Survey (COS) Subdivision
to be known as **"Denver Estates"**
in the SE1/4 of Sec.35, T9N, R1W, I.M.
Norman, Cleveland County, Oklahoma

To all interested parties,

An application has been submitted to the City of Norman Staff for **"Denver Estates"**. The proposed subdivision is located in the SE1/4 of Sec.35, T9N, RW. The location can be generally described as: Located on the East side of 108th Avenue SE approximately 3 tenths of a mile (1650') North of Lindsey Street in Norman.

This letter is a request for variance of the proposed COS Subdivision to be known as **"Denver Estates"** to the City of Norman, Cleveland County, Oklahoma. The applicant is asking the City of Norman to allow them to vary from the full 10-acre rule and to construct a private road of a minimum of Twelve (12) foot width.

The Survey of **"Denver Estates"** is based upon the on the Bureau of Land Management (BLM) Government Survey for Lake Thunderbird, approved October 22, 1968, which shows East line of SE1/4 of Section 35 (2633' measured vs 2640' standard). The property owned is currently described as an aliquot (40) acre tract being the S1/2-N1/2-SE1/4. The BLM survey dictates the size of the subject property and due to shortage of distance along the east line, the aliquot portions are short by nature. Because of this shortage, the applicant's property is only 39.98 acres instead of the standard 40 acres. **"Denver Estates"** will consist of Four (4) aliquot tracts containing 9.988 to 10.005 acres each. The Applicants would therefore request a variance for the minimum area to be allowed in their case.

"Denver Estates" will consist of only Four (4) residential tracts. Each tract will be accessed by a private road easement to be known as "Ellsworth Drive". Ellsworth Drive will originate on 108th Avenue SE and extend East to access each of the tracts. Only Four (4) tracts will be served by this private drive and the Applicants would request a variance be granted to allow this private drive to only be Twelve (12) feet wide.

If you have any questions or concerns about this request, please call me at my office (405)366-0001, mobile (405)443-8100, or you can email me at tim@pwsurveying.com.



Respectfully,

1474 Timothy G. Pollard, PLS

GBC 21-32

APPLICANT	Joseph Fugate
LOCATION	3/8 mile north of Lindsey St. on the east side of 108 th Ave. S.E.
PROPOSAL	Denver Estates NORMAN 2025 Rural Certificate of Survey
NORMAN 2025 LAND USE	Current: Country Residential
LAND USE	Current: Vacant Proposed: Single-family residential

Greenbelt Commission Final Comments - GBC 21-32

Greenbelt forwards this item with no additional comments.

File Attachments for Item:

5. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-64: Sanctuary Gardens and Wellness, L.L.C. requests amendment of the NORMAN 2025 Land Use and Transportation Plan from Country Residential Designation to Commercial Designation for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.



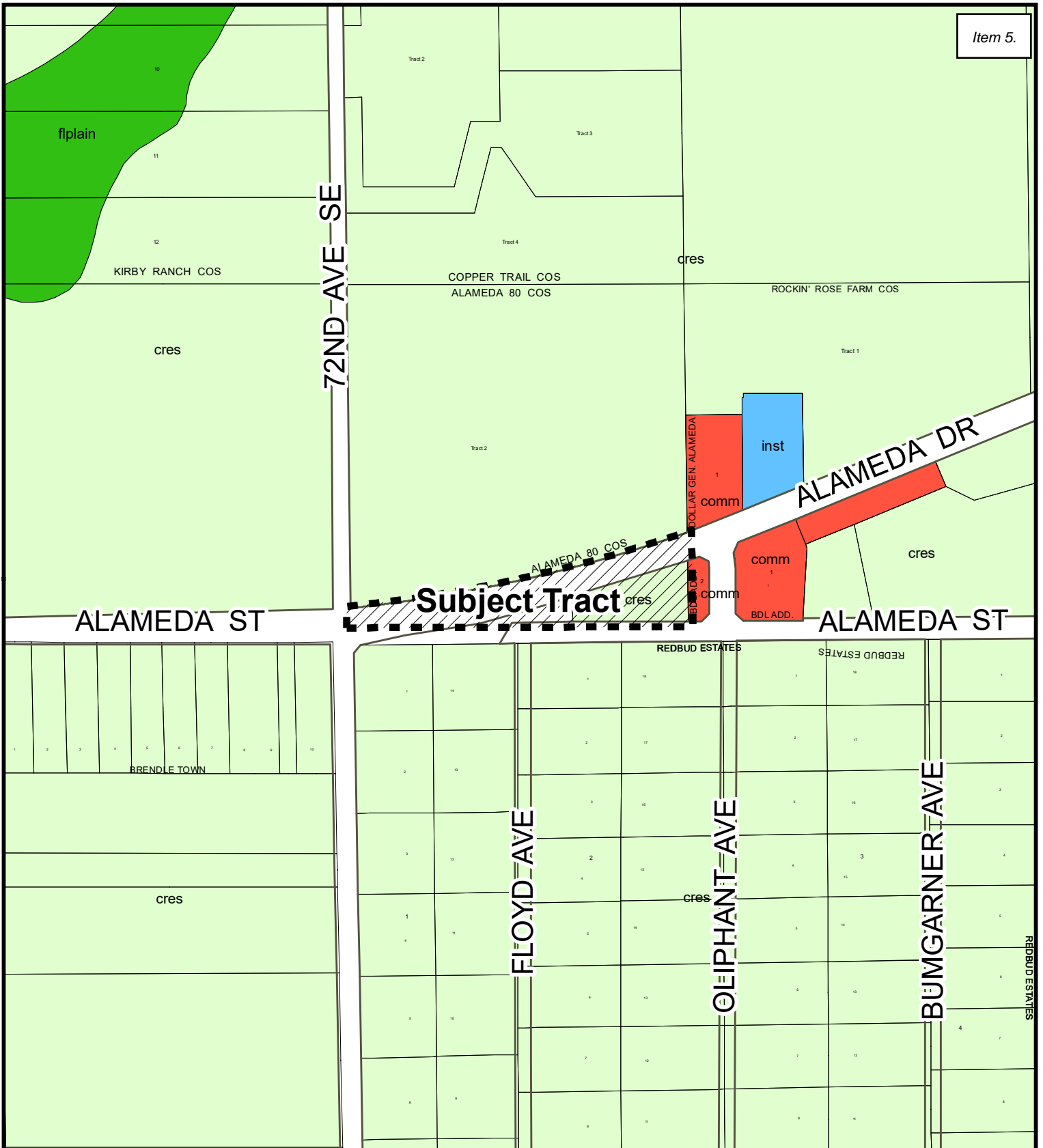
CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER: Sanctuary Gardens and Wellness, L.L.C.

PRESENTER: Lora Hoggatt, Planning Services Manager

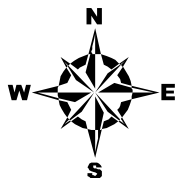
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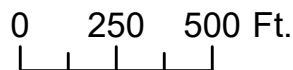
Norman 2025 Land Use Plan





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.



November 16, 2021



-  Subject Tract
-  Zoning

RESOLUTION NO. R-2122-64

ITEM NO. 5

STAFF REPORT

ITEM: Sanctuary Gardens and Wellness, L.L.C. requests amendment of the NORMAN 2025 Land Use and Transportation Plan from Country Residential Designation to Commercial Designation for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.

SUMMARY OF REQUEST: The applicant is proposing development of a plant nursery and monarch butterfly waystation on a 5.99-acre parcel. This development proposal requires rezoning from RE, Residential Estates District, to CR, Rural Commercial District, and a NORMAN 2025 Land Use and Transportation Plan amendment from Country Residential to Commercial.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** A lot to the north of the subject property was rezoned to CR and changed NORMAN 2025 designation to Commercial for the development of a Dollar General in 2012. A lot to the east across Oliphant Avenue is where Alameda Market is located. This has been a successful convenience store with fuel pumps for many years.
2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** Alameda Drive was previously designated as State Highway No. 9. Alameda Drive is one of the main access points to Lake Thunderbird, therefore Alameda Drive carries a moderate amount of traffic. The use of a plant nursery does not require a Traffic Impact Analysis as it does not generate enough trips, however, with this use it is not anticipated that traffic will increase significantly. The applicant will have normal business hours with limited special events. A visual barrier will be maintained with trees around the perimeter of the property.

CONCLUSION: Staff forwards this request, Resolution No. R-2122-64, for Planning Commission's consideration.

Applicant: Saffron Fletcher, Sanctuary Gardens & Wellness, LLC

Project Location: West of Oliphant Avenue north of Alameda Street

Case Number: PD21-27

Time: 6:00 p.m.

Applicant/Representative

Saffron Fletcher
Jason Fletcher
Cedric LeBlanc
Celeste LeBlanc
Dylan West

Attendees

Tim Sherban
Kim Sherban
Brandi Rice
Mark Cox

City Staff

Lora Hoggatt, Planning Services Manager
Beth Muckala, Assistant City Attorney
Ken Danner, Subdivision Development Manager

Application Summary

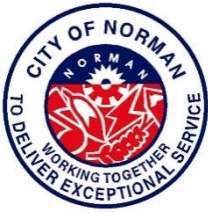
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Neighbor's Comments/Concerns/Responses

Neighbors asked about operating hours and traffic. The applicant explained they will have normal business hours with some special events in the evenings or on weekends. They plan to be open 6 days a week. March and April will be peak months but at the height of the growing season they only expect 10 people at once as the maximum. Traffic should be similar to other plant nursery traffic. There will be no medical marijuana on site. The applicant intends to keep as many trees on the property as possible to maintain a visual barrier around the perimeter. There will be a monarch butterfly weigh station and pollinator friendly plants. The applicant would like to use this business and property to give back to the community.

File Attachments for Item:

6. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-22: Sanctuary Gardens and Wellness, L.L.C. requests rezoning from RE, Residential Estates Dwelling District, to CR, Rural Commercial District, for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.



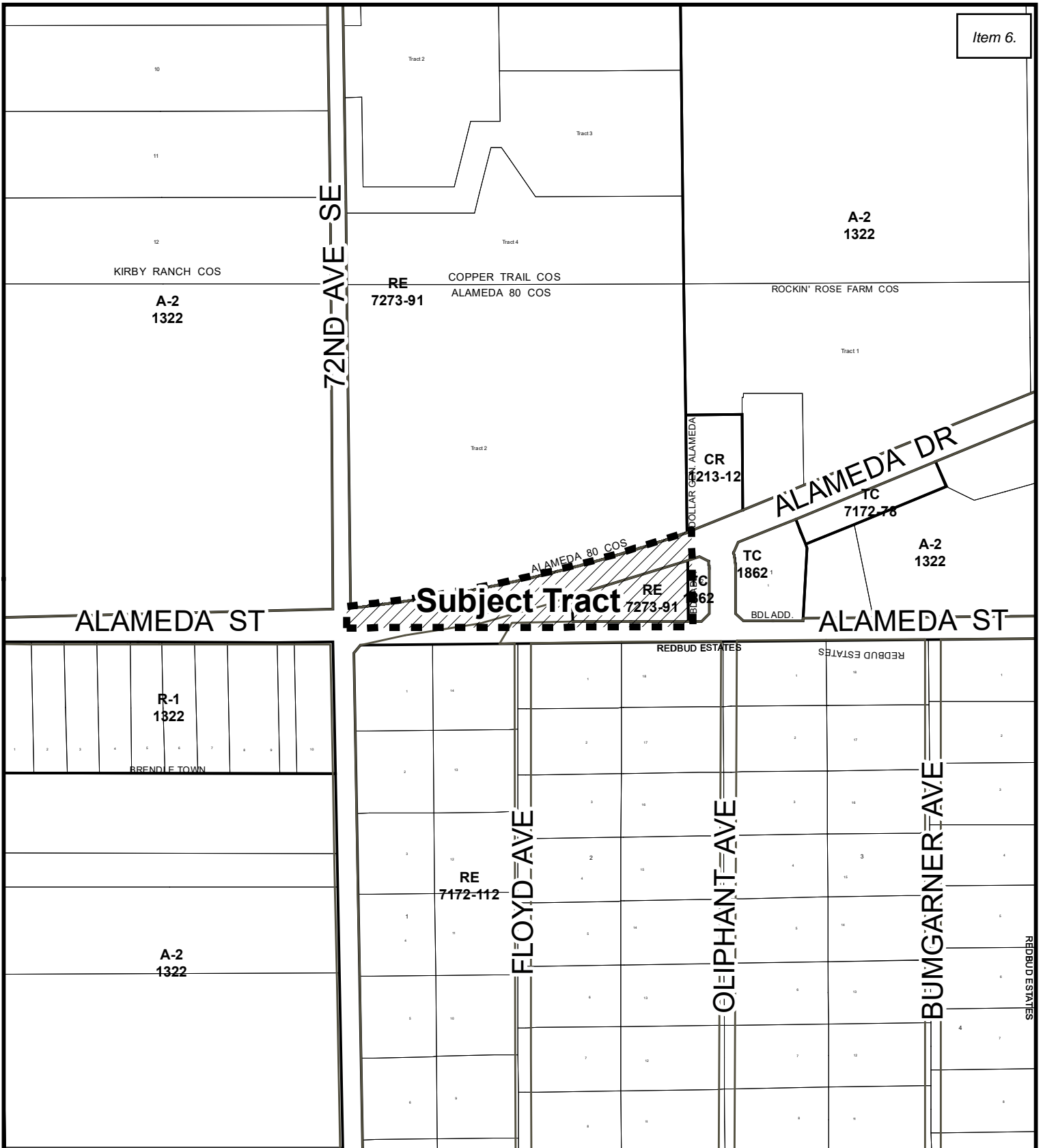
CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER: Sanctuary Gardens and Wellness, L.L.C.

PRESENTER: Lora Hoggatt, Planning Services Manager

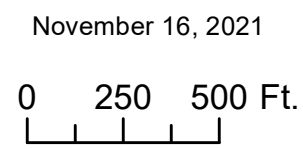
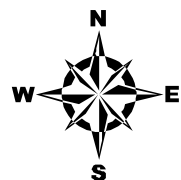
ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-22: Sanctuary Gardens and Wellness, L.L.C. requests rezoning from RE, Residential Estates Dwelling District, to CR, Rural Commercial District, for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.





Location Map



Map Produced by the City of Norman
 Geographic Information System.
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 in the information presented.



-  Subject Tract
-  Zoning

ORDINANCE NO. O-2122-22

ITEM NO. 6

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	Sanctuary Gardens and Wellness, L.L.C.
REQUESTED ACTION	Rezoning to CR, Rural Commercial District
EXISTING ZONING	RE, Residential Estates Dwelling District
SURROUNDING ZONING	North: RE, Residential Estates District East: TC, Tourist Commercial District South: RE, Residential Estates District West: RE, Residential Estates District
LOCATION	West of Oliphant Avenue between Alameda Drive and Alameda Street
SIZE	5.99 acres, more or less
PURPOSE	Plant nursery
EXISTING LAND USE	Vacant
SURROUNDING LAND USE	North: Vacant, Dollar General East: Vacant, Alameda Market South: Single-family residential West: Single-family residential
CURRENT LAND USE PLAN DESIGNATION	Country Residential
PROPOSED LAND USE PLAN DESIGNATION	Commercial

SYNOPSIS: The applicant, Sanctuary Gardens and Wellness, L.L.C., is requesting to rezone from RE, Residential Estates District, to CR, Rural Commercial District, to allow for a plant nursery, pollinator plants, and monarch butterfly waystation. The subject property is approximately 5.99 acres and a preliminary plat is also part of this application.

HISTORY: The subject property was rezoned from A-2, Rural Agricultural District, to RE, Residential Estates District, as part of a large rezoning of 240 acres approved by City Council on July 24, 1973. This area of Alameda Dr. has commercial development. The Dollar General across Alameda Dr. to the north was rezoned to CR, Rural Commercial District, with Ordinance

No. O-1213-12 approved by City Council on October 23, 2012. The parcel directly adjacent to the subject parcel on the west side of N. Oliphant Ave. and the parcel on the east side of N. Oliphant Ave. were rezoned to TC, Tourist Commercial, with Ordinance No. 1862 approved by City Council on February 22, 1966.

ZONING ORDINANCE CITATION: SEC 424.3 – CR, RURAL COMMERCIAL DISTRICT

General Description. This commercial district is intended for the conduct of retail trade and to provide personal services to meet the regular needs and convenience of rural residents. It is anticipated that this district will be the predominately used commercial district in rural Norman. It is intended that this zoning district be located at the intersection of improved section line roads.

EXISTING ZONING: The subject project is currently zoned RE, Residential Estates District. This zoning district allows only for residential and accessory uses. A commercial plant nursery would not be permitted in RE.

ANALYSIS: As stated above, the CR zoning district is meant to be the predominant commercial district in rural Norman. CR is also meant to be located at the intersection of improved section line roads; the subject property is located at the northeast corner of Alameda Street and 72nd Ave. N.E.

SITE PLAN: The proposed site plan shows three buildings: an office, a guttered greenhouse, and a single prothouse greenhouse. Adequate parking will be supplied for employees and customers. There are two proposed access points, one off Alameda Dr. and one off Alameda St. The site plan shows a dumpster enclosure on the north side of the parking lot. There is a detention basin in the southeast corner of the property. Because this application includes a preliminary plat and site development plan, the owner of the property will be required to follow the submitted site plan when obtaining building permits.

OPEN SPACE: Open space is not required in CR zoning, however, the applicant proposes to keep most of the property open to allow for plants and the monarch butterfly waystation. The development will follow all setback and landscaping requirements for this zoning district and use. The site plan shows a 10,000 square foot space to be used as a bearing orchard.

USE: The applicant proposes to use the property as a plant nursery and monarch butterfly waystation. There are a number of other commercial uses allowed by right, including:

- Artist material supply, studio, or hobby shop.
- Automobile service station.
- Bank.
- Barber shop, or beauty parlor.
- Child care center.
- Clothing and dry goods store.
- Farm Feed store.
- Firewood sales.
- Florist.
- Grocery or supermarket.
- Hardware store.
- Key shop.
- Medical Marijuana Dispensary, as allowed by state law.

- Office building and offices for such professional services as accountant, architect, attorney, business or management consultant, court reporter, dentist or dental surgeon, engineer, geologist or geophysicist, linguist, landscape architect, optometrist, optician, osteopathic physician, planning consultant, psychologist, physician or surgeon, or registered nurse. Funeral homes and mortuaries shall not be considered professional services permitted in this district.
- Pharmacy.
- Plant nursery.
- News stand and tobacco store.
- Restaurant.
- Retail spirits store.
- Shoe store or repair shop.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.

No individual use shall exceed a Gross Floor Area of 35,000 square feet.

OTHER AGENCY COMMENTS:

PARK BOARD: Because this is a commercial development, the preliminary plat was not required to go before the Park Board.

PUBLIC WORKS: Alameda Drive and Alameda Street are existing. A 20' trail easement will be adjacent to Alameda Drive. There are no public utilities (water and sanitary sewer) to serve the property. Private systems will be utilized with City and ODEQ approvals. Stormwater runoff will be controlled by a proposed privately-maintained detention facility.

PREDEVELOPMENT: PD-27, July 22, 2021

Neighbors asked about operating hours and traffic. The applicant explained they will have normal business hours with some special events in the evenings or on weekends. They plan to be open 6 days a week. March and April will be peak months but at the height of the growing season they only expect 10 people at once as the maximum. Traffic should be similar to other plant nursery facilities. There will be no medical marijuana on site. The applicant intends to keep as many trees on the property as possible to maintain a visual barrier around the perimeter. There will be a monarch butterfly waystation and pollinator friendly plants. The applicant would like to use this business and property to give back to the community.

GREENBELT COMMISSION: November 15, 2021

Greenbelt forwards this item with no additional comments.

CONCLUSION: Staff forwards this request for rezoning to Rural Commercial District and Ordinance O-2122-22 to Planning Commission for your consideration.

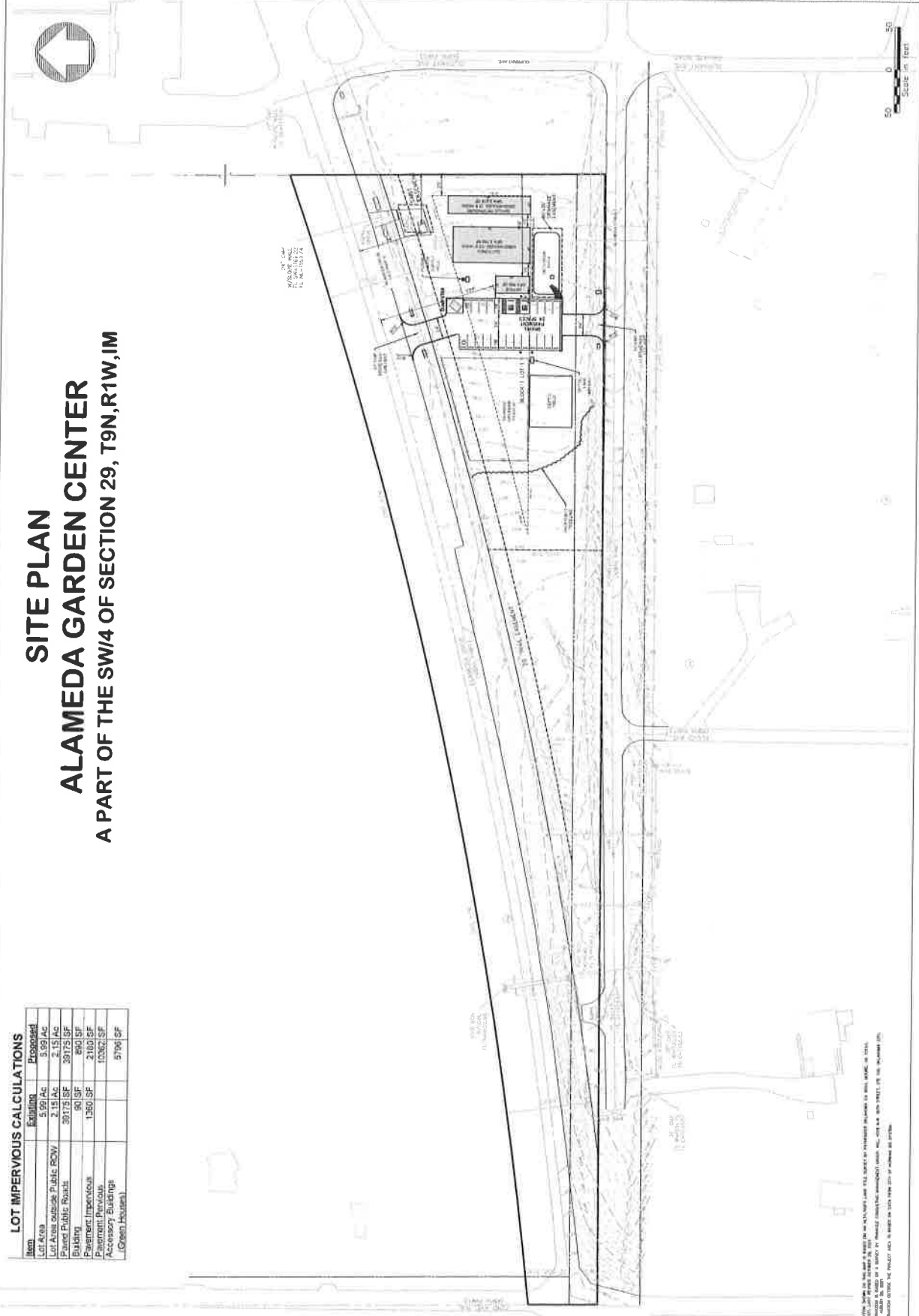
LOT IMPERVIOUS CALCULATIONS

Item	Existing	Proposed
LOT A/C/B	5.95 AC	5.95 AC
LOT A/C/B OUTSIDE PUBLIC ROW	2.15 AC	2.15 AC
Public Public ROW	29775 SF	29775 SF
Building	90 SF	690 SF
Equipment Impervious	1360 SF	2100 SF
Asphalt Paved Group		10367 SF
Asphalt Paved Building		5796 SF
(Open Habitat)		

SITE PLAN

ALAMEDA GARDEN CENTER

A PART OF THE SW/4 OF SECTION 29, T9N,R1W,IM



NSE ENGINEERING CONSULTANTS
 2800 WEST LANEY STREET
 NORMAN, OK 73072
 TEL: 735-891-8738
 www.nseengineering.com

REGISTERED PROFESSIONAL ENGINEER
 CIVIL ENGINEERING
 LICENSE NO. 5426
 EXPIRES 12/31/2021



ALAMEDA GARDEN CENTER
 SHEET TITLE: OVERALL SITE PLAN
 7450 ALAMEDA DRIVE, NORMAN,
 CLEVELAND COUNTY, OKLAHOMA

Project No.	2123
Sheet No.	C02
Issue Date	11.30.2021

Item 6.

Applicant: Saffron Fletcher, Sanctuary Gardens & Wellness, LLC

Project Location: West of Oliphant Avenue north of Alameda Street

Case Number: PD21-27

Time: 6:00 p.m.

Applicant/Representative

Saffron Fletcher
Jason Fletcher
Cedric LeBlanc
Celeste LeBlanc
Dylan West

Attendees

Tim Sherban
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Brandi Rice
Mark Cox

City Staff

Lora Hoggatt, Planning Services Manager
Beth Muckala, Assistant City Attorney
Ken Danner, Subdivision Development Manager

Application Summary

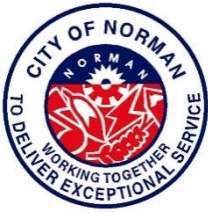
The applicant is requesting to preliminary plat and rezone from RE, Residential Estates District, to CR, Rural Commercial District.

Neighbor's Comments/Concerns/Responses

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File Attachments for Item:

7. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-6, a Preliminary Plat submitted by Saffron Fletcher/Sanctuary Gardens and Wellness, L.L.C. (NSE Engineering Consultants) for ALAMEDA GARDEN CENTER for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

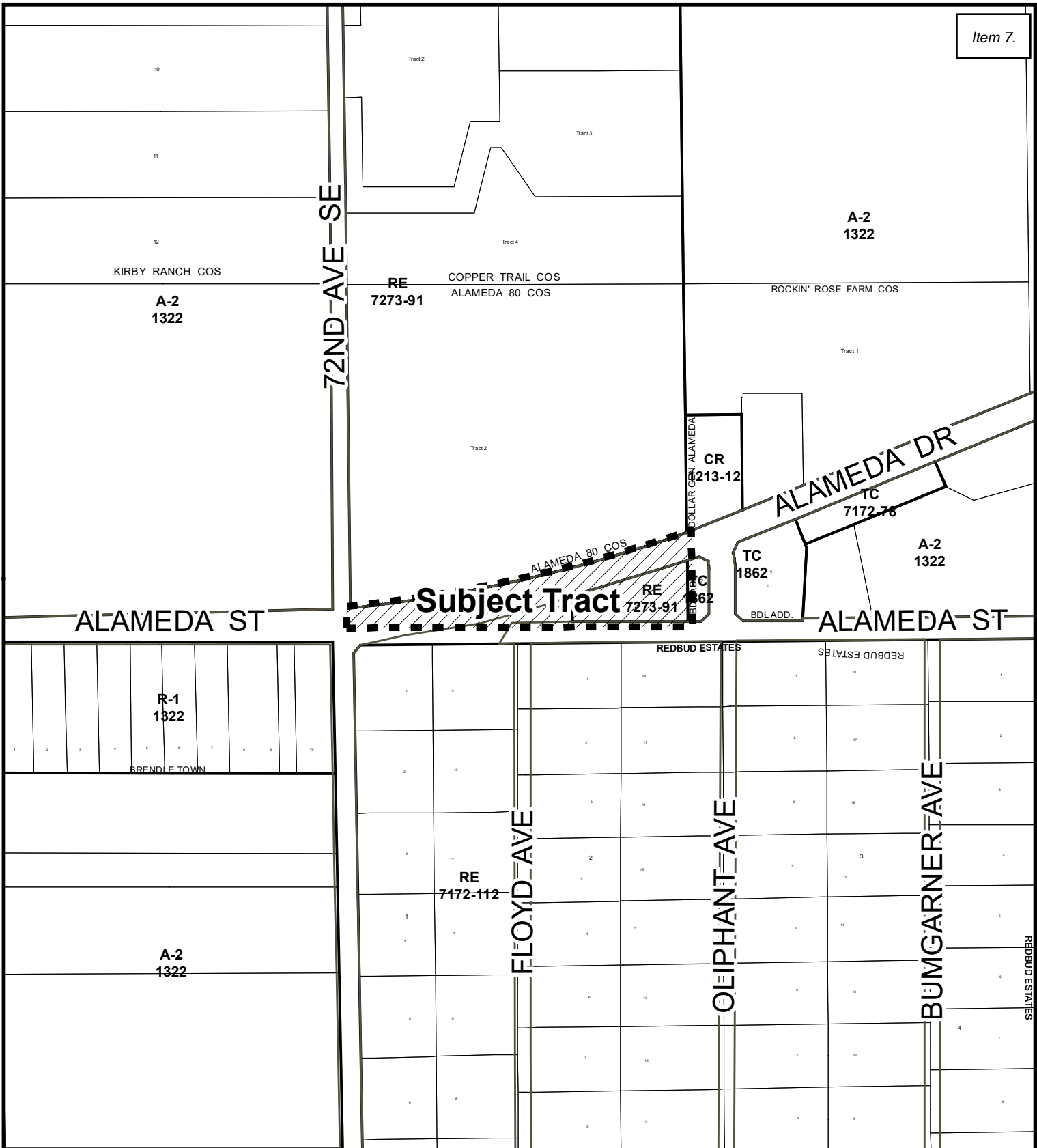
REQUESTER: Saffron Fletcher/Sanctuary Gardens and Wellness, L.L.C.

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-6, a Preliminary Plat submitted by Saffron Fletcher/Sanctuary Gardens and Wellness, L.L.C. (NSE Engineering Consultants) for ALAMEDA GARDEN CENTER for approximately 5.99 acres of property located west of Oliphant Avenue between Alameda Drive and Alameda Street.

ACTION NEEDED:

Recommend adoption, or rejection, of Resolution No. R-2122-___, Ordinance No. O-2122-22, and PP-2122-6, the Preliminary Plat for ALAMEDA GARDEN CENTER, to City Council.

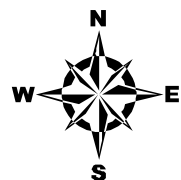


Item 7.

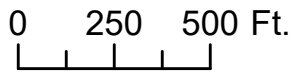
Location Map



Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
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in the information presented.



November 16, 2021



- Subject Tract
- Zoning

PRELIMINARY PLAT
PP-2122-6

ITEM NO. 7

STAFF REPORT

ITEM: CONSIDERATION OF A **PRELIMINARY PLAT FOR ALAMEDA GARDEN CENTER.**

LOCATION: Generally located west of Oliphant Avenue between Alameda Drive and Alameda Street.

INFORMATION:

1. Owner. Saffron Fletcher/Sanctuary Gardens and Wellness, LLC.
2. Developer. Saffron Fletcher/Sanctuary Gardens and Wellness, LLC.
3. Engineer. NSE Engineering Consultants.

HISTORY:

1. October 18, 1961. City Council adopted Ordinance No. 1312 annexing this property into the Norman Corporate City limits without zoning.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2 zoning classification.
3. December 12, 1961. City Council adopted Ordinance No. 1332 placing this property in the A-2 zoning classification.
4. May 10, 1973. Planning Commission, on a vote 5-3, recommended to City Council that this property should not be placed in the RE, Residential Estates District and removed from A-2, Rural Agricultural District.
5. July 24, 1973. City Council adopted Ordinance No. O-7273-91 placing this property in RE, Residential Estates District and removing it from A-2, Rural Agricultural District.
6. December 9, 2021. The applicant has made a request to amend the NORMAN 2025 Land Use and Transportation Plan from Country Residential Designation to Commercial Designation.
7. December 9, 2021. The applicant has made a request to place this property in the CR, Rural Commercial District and remove it from RE, Residential Estates District.

IMPROVEMENT PROGRAM:

1. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.
2. Sanitary Sewer. Any private system will require the Oklahoma Department of Environmental Quality approval.
3. Fire Protection. The City of Norman Fire Department located near this proposal will provide fire protection.
4. Streets. Alameda Drive will include a paved shoulder toward the western end of the property. There is an existing paved shoulder serving the majority of the property. Alameda Street is existing.
5. Trail. A 20-foot trail easement is proposed adjacent to Alameda Drive.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.
2. Rights-of-Way. All required street rights-of-way will be dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, site plan and preliminary plat are included in the Agenda Book.

STAFF RECOMMENDATION: This property consist of 5.89 acres and one lot. The proposal is a garden center. Staff recommends approval of the preliminary plat for Alameda Garden Center.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Alameda Garden Center to City Council subject to approval of Resolution No. R-2122-64 Ordinance No. O-2122-22.

ACTION TAKEN: _____



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: December 1, 2021

CONDUCTED BY: Jami L. Short, P.E.
City Traffic Engineer

PROJECT NAME: Alameda Garden Center PP

PROJECT TYPE: Commercial

Owner: Saffron Fletcher Sanctuary Gardens & Wellness
Developer's Engineer: Tahir Nasir, NSE Engineering Consultants
Developer's Traffic Engineer: Tahir Nasir, NSE Engineering Consultants

SURROUNDING ENVIRONMENT (Streets, Developments)

The areas surrounding this site are generally commercial to the east, parkland to the north with low density residential to the south and west. Alameda Drive connects to 72nd Avenue SE to the west and Oliphant Avenue to the east. Alameda Street is to the south of the site and connects to Oliphant Avenue to the east and Floyd Avenue to the west and ends in a cul-a-sac further west.

ALLOWABLE ACCESS:

The access will be in accordance with Section 4018 of the City's Engineering Design Criteria.

EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)

Alameda Drive: 2 lanes (existing and future). Speed Limit—50 mph. No sight distance problems. No median.

Alameda Street: 2 lanes (existing and future). Speed Limit—25 mph. No sight distance problems. No median.

ACCESS MANAGEMENT CODE COMPLIANCE: YES NO

The access to Alameda Street does not meet the requirements for driveway spacing in the City's Engineering Design Criteria. The developer has submitted a letter requesting a variance to the Director of Public Works. Staff supports this request for variance.

TRIP GENERATION

	Total	In	Out
Weekday	55	27	28
A.M. Peak Hour	2	1	1
P.M. Peak Hour	6	3	3

TRANSPORTATION IMPACT STUDY REQUIRED? YES NO

Obviously being below the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), the developer submitted a traffic impact memorandum documenting the trip generation information for this development. The development is proposed for location on the south side of Alameda Drive approximately 300 feet west of Oliphant Avenue.

RECOMMENDATION: APPROVAL DENIAL N/A STIPULATIONS

Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.

The proposed addition will access Alameda Drive to the north of the development and Alameda Street to the south. Capacity exceeds demand in this area. As such, no off-site improvements are anticipated.

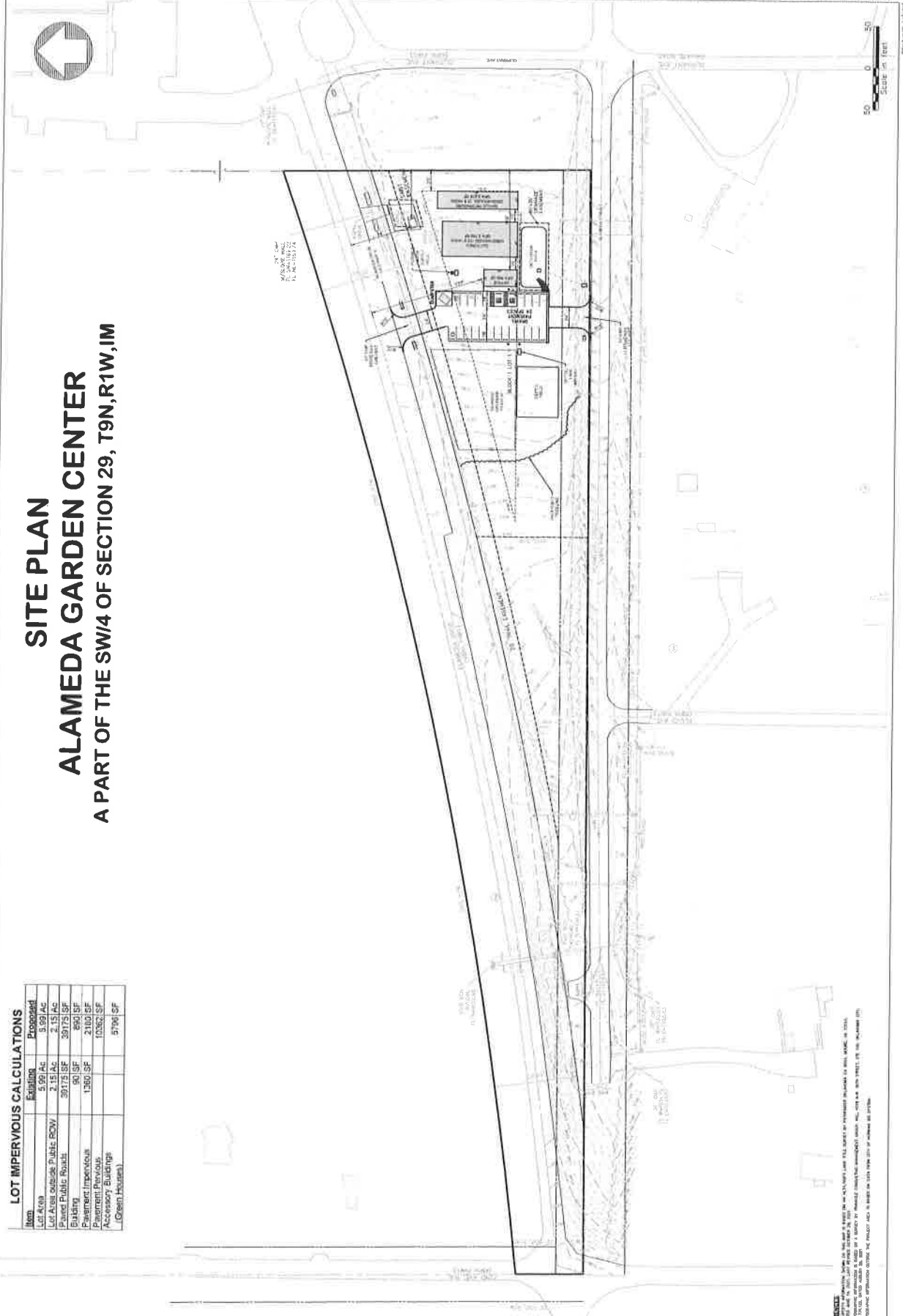
SITE PLAN

ALAMEDA GARDEN CENTER

A PART OF THE SW/4 OF SECTION 29, T9N, R1W, IM

LOT IMPERVIOUS CALCULATIONS

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Equipment/Impervious	1360 SF	2100 SF
Asphalt/Gravel	10367 SF	10367 SF
Roofs		5796 SF



NSE ENGINEERING CONSULTANTS
 2800 WEST LANEY STREET
 NORMAN, OK 73072
 TEL: 405-891-8758
 www.nse-engineering.com

STATE OF OKLAHOMA
 PROFESSIONAL ENGINEER
 LICENSE NO. 10000
 EXPIRES 12/31/2021



ALAMEDA GARDEN CENTER
 7450 ALAMEDA DRIVE, NORMAN,
 CLEVELAND COUNTY, OKLAHOMA

SHEET TITLE: OVERALL SITE PLAN

Project No.	2123
Sheet No.	C02
Issue Date	11.30.2021

Item 7.

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Project Location: West of Oliphant Avenue north of Alameda Street

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GBC 21-31

APPLICANT	Sanctuary Gardens
LOCATION	Alameda Drive and Oliphant Avenue
PROPOSAL	Preliminary Plat – Alameda Garden Center
NORMAN 2025 LAND USE	Current: Country Residential Proposed: Commercial
LAND USE	Current: Vacant Proposed: Plant nursery and monarch weigh station

Greenbelt Commission Final Comments - GBC 21-31

Greenbelt forwards this item with no additional comments.

File Attachments for Item:

8. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-27 for Binh Vu To and Hong Loan Thi Danh request Special Use for Medical Marijuana Processing (Tier III) for property currently zoned C-2, General Commercial District, and located at 1228 Lindsey Plaza Drive.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

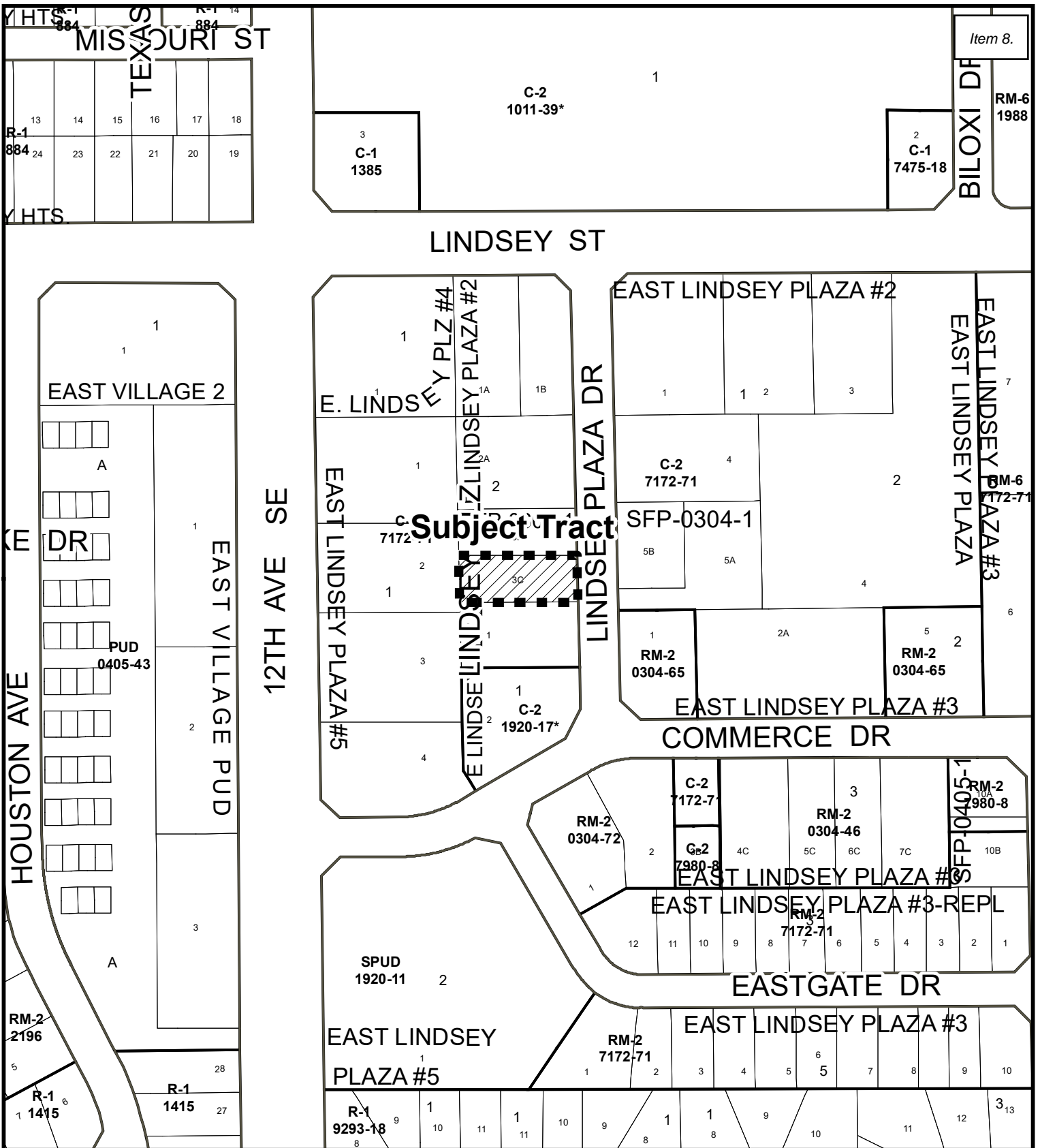
REQUESTER: Binh Vu To and Hong Loan Thi Danh

PRESENTER: Logan Hubble, Planner I

ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-27 for Binh Vu To and Hong Loan Thi Danh request Special Use for Medical Marijuana Processing (Tier III) for property currently zoned C-2, General Commercial District, and located at 1228 Lindsey Plaza Drive.

ACTION NEEDED:

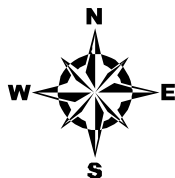
Recommend, rejection, amendment, or postponement of Ordinance No. O-2122-27 to City Council.



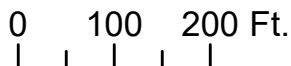
Location Map





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.



November 4, 2021



-  Subject Tract
-  Zoning

ORDINANCE NO. O-2122-27

ITEM NO. 8

STAFF REPORT

GENERAL INFORMATION

APPLICANT	Binh Vu To and Hong Loan Thi Danh
REQUESTED ACTION	Special Use for a Tier III Medical Marijuana Processor
EXISTING ZONING	C-2, General Commercial District
SURROUNDING ZONING	North: C-2, General Commercial District East: C-2, General Commercial District and RM-2, Low Density Apartment District South: C-2, General Commercial District and RM-2, Low Density Apartment District West: C-2, General Commercial District and PUD, Planned Unit Development
LOCATION	1228 Lindsey Plaza Drive
SIZE	0.3 acres, more or less
PURPOSE	Medical Marijuana Processing
EXISTING LAND USE	Warehouse
SURROUNDING LAND USE	North: Commercial East: Commercial South: Commercial West: Commercial
LAND USE PLAN DESIGNATION	Commercial Designation

SYNOPSIS: The applicants, Binh Vu To and Hong Loan Thi Danh, are requesting Special Use for a Tier III Medical Marijuana Processor at 1228 Lindsey Plaza Drive. The property is zoned C-2, General Commercial District.

HISTORY: The property was rezoned from A-2, Rural Agricultural District, to C-2, General Commercial District, in April 1972. The subject and surrounding properties were intended at the time of rezoning to be used for the construction of a small shopping center.

ZONING ORDINANCE CITATION: A Special Use request shall be reviewed and evaluated on the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The property is currently zoned C-2, General Commercial District. This district is intended for the conduct of personal and business services and the general retail business of the community. The C-2 Zoning District requires Special Use approval for Tier III Medical Marijuana Processing.

ANALYSIS:

SITE PLAN: This property has two access points; one off E Lindsey Plaza Drive and one off an alley. The applicant will not be changing the existing exterior building or site. There is existing adequate on-site parking.

The applicant will be performing light processing, including the creation of pre-rolls, cannabis cigars, cartridges, and distillates, which are in Tier III of Medical Marijuana Processing as defined by the State of Oklahoma. A Tier III Medical Marijuana Processor is "a facility defined and regulated by Oklahoma state law as a Medical Marijuana Processor, and which engages in any type(s) of Medical Marijuana Processing, including all allowed extraction processes, except that on-site sales are not permitted."

IMPACTS: The applicant will not grow medical marijuana or operate a dispensary from site. The applicant is required to follow all City of Norman codes, and acquire all City of Norman permits, licenses and obtain an Annual Medical Marijuana Processor License to continue the Special Use permit.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: This site is platted and all public utilities are installed.

PREDEVELOPMENT: PD21-37, November 17, 2021

Neighbors are concerned that families live nearby. Applicant described rigorous process and explained that children could not get access to marijuana. Neighbors were also concerned about addiction and crime. Applicant said that medical marijuana is not an addiction. Neighbor asked how much processing is in Norman. Planning staff responded that they did not know. Neighbor encouraged applicant to move to an industrial area. Applicant stated that they have a two year lease.

CONCLUSION: Staff forwards this request for Special Use and Ordinance No. O-2122-27 for Planning Commission’s consideration.

City of Norman WebMap

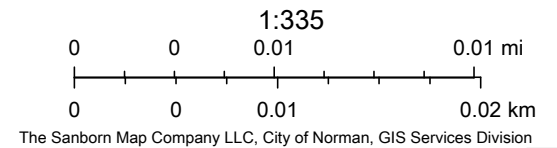
Item 8.



12/1/2021, 1:34:57 PM

- Core Area
- Parcel
- Lake Thunderbird
- Easement
- Address Number
- Railroad
- Conservation Easements
- OU
- Streets
- Lot Line
- Park
- Centerline Labels (10,000+)

- AerialPhoto2019
- Red: Band_1
 - Green: Band_2
 - Blue: Band_3



Applicant: Greg Iman, Hong Loan Thi Danh

Project Location: 1228 Lindsey Plaza Drive

Case Number: PD21-37

Time: 5:30 p.m.

Applicant/Representative

Hong Loan Danh
Binh Vu To

Attendees

Kenyan Hill
Gina Hill

City Staff

Logan Hubble, Planner I
Beth Muckala, Assistant City Attorney

Application Summary

The applicant is requesting Special Use for medical marijuana Tier III processing.

Neighbor's Comments/Concerns/Responses

Neighbors are concerned that families live nearby. Applicant described rigorous process and explained that children could not get access to marijuana. Neighbors were also concerned about addiction and crime. Applicant said that medical marijuana is not an addiction. Neighbor asked how much processing is in Norman. Planning staff responded that they did not know. Neighbor encouraged applicant to move to an industrial area. Applicant stated that they have a two year lease.

File Attachments for Item:

9. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-28 for 12 Blocks High requests Special Use for Medical Marijuana Processor, one of the specific uses permitted in the M-1, Restricted Industrial District, for property currently zoned A-2, Rural Agricultural District and located at 13628 Crystal Brook Circle.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

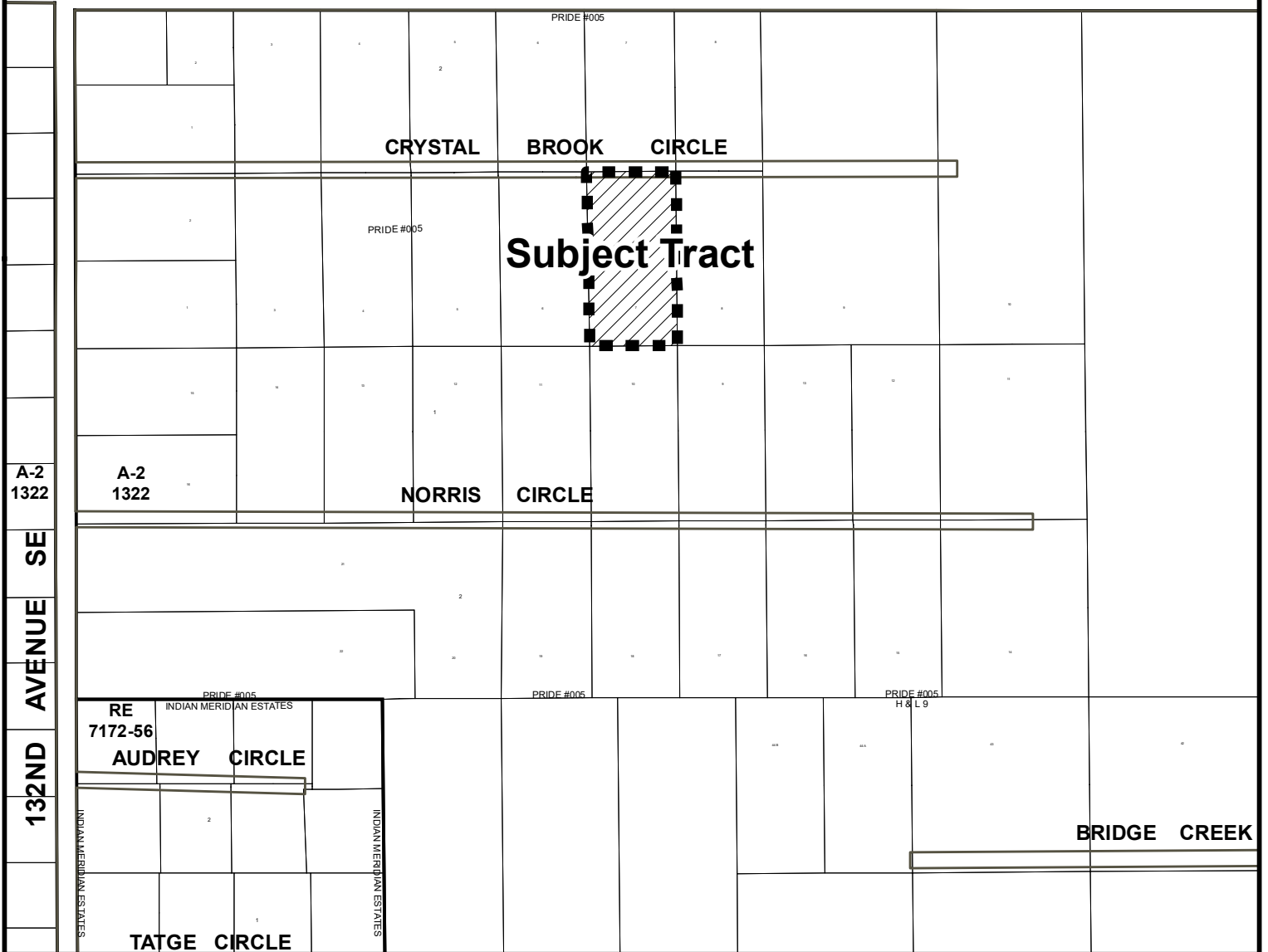
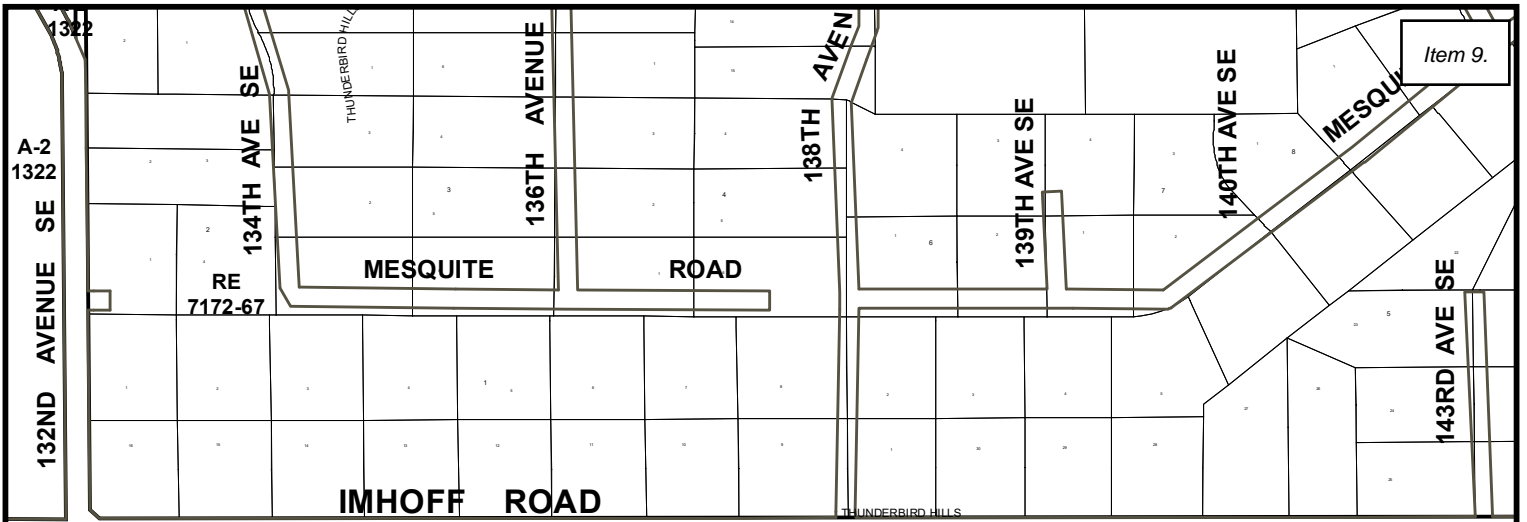
REQUESTER: 12 Blocks High

PRESENTER: Logan Hubble, Planner I

ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-28 for 12 Blocks High requests Special Use for Medical Marijuana Processor, one of the specific uses permitted in the M-1, Restricted Industrial District, for property currently zoned A-2, Rural Agricultural District and located at 13628 Crystal Brook Circle.

ACTION NEEDED:

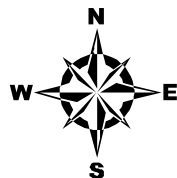
Recommend adoption, rejection, amendment, or postponement of Ordinance No. O-2122-28 to City Council.



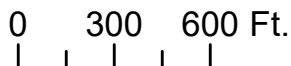
Location Map





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.



November 4, 2021



 Subject Tract

 Zoning

ORDINANCE NO. O-2122-28

ITEM NO. 9

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	12 Blocks High
REQUESTED ACTION	Special Use for One and Only One of the Specific Uses permitted in the M-1, Restricted Industrial District (Medical Marijuana Processor)
EXISTING ZONING	A-2, Rural Agricultural District
SURROUNDING ZONING	North: A-2, Rural Agricultural District East: A-2, Rural Agricultural District South: A-2, Rural Agricultural District West: A-2, Rural Agricultural District
LOCATION	13628 Crystal Brook Circle
SIZE	5.0 acres, more or less
PURPOSE	Medical Marijuana Processing
EXISTING LAND USE	Medical Marijuana Grower
SURROUNDING LAND USE	North: Residential/Truck Accessories Store East: Residential South: Residential West: Residential
LAND USE PLAN DESIGNATION	Country Residential

SYNOPSIS: The applicant, 12 Blocks High, is requesting Special Use for "One and only one of the specific uses permitted in the M-1, Restricted Industrial District", specifically "(g) Medical Marijuana Processor (any Tier, except that Tier I and Tier II will not be allowed to have on-site sales), as allowed by state law" for their property at 13628 Crystal Brook Circle.

HISTORY: The property has been zoned A-2, Rural Agricultural District since 1961, when it was annexed into the city.

ZONING ORDINANCE CITATION: A Special Use request shall be reviewed and evaluated the following criteria according to the Zoning Ordinance 22:434.1, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.
2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.
3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)
4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.
5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.
6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

EXISTING ZONING: The property is currently zoned A-2, Rural Agricultural District. This district is intended for land situated relatively remote from the urban area which is used for agricultural and related purposes and will not be undergoing urbanization in the immediate future. The A-2 Zoning District requires Special Use approval for Tier III Medical Marijuana Processing.

ANALYSIS:

SITE PLAN: This property has one access point off Crystal Brook Circle, a private gravel road. The site plan shows the building which will be built to use for processing, as well as two buildings that may be built in the future. The processing building is 35 feet from the east property line. A six-foot tall chain link fence separates the medical marijuana growing and processing buildings from the neighboring properties to the South and East.

The applicant will be utilizing solventless processing (only water and ice), which is in Tier III of Medical Marijuana Processing as defined by the state of Oklahoma. A Tier III Medical Marijuana Processor is "a facility defined and regulated by Oklahoma state law as a Medical Marijuana Processor, and which engages in any type(s) of Medical Marijuana Processing, including all allowed extraction processes, except that on-site sales are not permitted."

IMPACTS: This location is currently being used to grow medical marijuana, which is allowed by-right in the A-2 zoning district. The applicant is required to follow all City of Norman codes,

and acquire all City of Norman permits, licenses and obtain an Annual Medical Marijuana Processor License to grow and continue the Special Use permit if adopted.

The applicant provided some conditions for the Special Use permit to alleviate neighbor concerns. The applicant will maintain Crystal Brook Circle with 25 tons of gravel in December 2021 and will continue do so in the future as the applicant sees fit. In response to concerns about sound coming from existing mechanical units on-site, the applicant will install sound absorption material to minimize sound transmission. The applicant will also be installing air purification systems to reduce any odors caused by growing or processing medical marijuana. Separately (not as a special condition), the applicant has promised to install motion sensors to existing light poles to partially stop light from spilling into adjacent properties.

OTHER AGENCY COMMENTS:

PUBLIC WORKS: 13628 Crystal Brook Circle is located within Pride No. 5, Lot 7, Block 1, and located on a private road.

PREDEVELOPMENT: PD21-38, November 17, 2021

Neighbor was concerned about bright lights and loud air conditioners on existing buildings.

Applicant said that the new buildings will not have additional HVAC, and that they would install sound and light barriers.

Neighbor was concerned about the water use for processing.

Applicant said that this type of processing uses less than 20 gallons of water a day.

Neighbor asked about environmental studies, applicant didn't hear the question. (The neighbors were talking over one another.)

Neighbors were concerned about traffic. Neighbors were concerned about impact on animals (lights and sound). The neighbors compiled a list of demands/concerns which they gave to the applicant.

Applicant stated they want to be a good neighbor.

CONCLUSION: Staff forwards this request for Special Use and Ordinance No. O-2122-28 for Planning Commission's consideration.

12 BLOCKS HIGH

For our interest in the Property at
PRIDE NUMBER 5 ADDITION
specifically
Lot 7
13628 Crystal Brook Circle
Norman, OK. 73026

IN AN EFFORT TO ADDRESS SOME OF OUR NEIGHBORS' CONCERNS AS THE RESULT OF THE SPECIAL USE PERMIT PRELIMINARY DEVELOPMENT MEETING ON NOVEMBER 17TH AT THE CITY OF NORMAN, OUR GROUP HAS IDENTIFIED THE FOLLOWING

NEIGHBORING CONCERNS ARE SPECIFIED AS FOLLOWS: THE BUILDING MECHANICAL UNIT NOISE FOR OUR NEIGHBOR TO THE EAST, SECONDLY THE BRIGHTNESS OF THE (2) AREA LIGHT POLES WHICH ARE EFFECTING OUR NEIGHBORS TO THE EAST AND SOUTH, AND FINALLY THE GRAVEL ROAD; 12 BLOCKS HIGH HAS ADDRESSED EACH OF THESE ITEMS WITH THE FOLLOWING EXHIBITS AND CLARIFICATIONS AS INDICATED IN EXHIBIT "A", EXHIBIT "B" & EXHIBIT "C".

The person and dates mentioned in this certificate are hereby acknowledged to be the person and dates mentioned in the public records and books of the county clerk of Cleveland County, Oklahoma, and the person and dates mentioned in this certificate are hereby acknowledged to be the person and dates mentioned in the public records and books of the county clerk of Cleveland County, Oklahoma.

OWNERS CERTIFICATE AND DEDICATION

I, the undersigned, owner of the above described land, do hereby certify that the same is the property of the undersigned and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma, and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma, and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma.



COUNTY TREASURER'S CERTIFICATE

I, the undersigned, County Treasurer of Cleveland County, Oklahoma, do hereby certify that the above described land is the property of the undersigned and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma, and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma.

CITY PLANNING COMMISSION APPROVAL

I, the undersigned, City Planning Commission of Cleveland County, Oklahoma, do hereby certify that the above described land is the property of the undersigned and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma, and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma.

ACCEPTANCE OF DEDICATION BY CITY COUNCIL

I, the undersigned, City Council of Cleveland County, Oklahoma, do hereby certify that the above described land is the property of the undersigned and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma, and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma.

BONDED ABSTRACTOR'S CERTIFICATE

I, the undersigned, Bonded Abstractor of Cleveland County, Oklahoma, do hereby certify that the above described land is the property of the undersigned and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma, and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma.

LAND SURVEYOR'S CERTIFICATE

I, the undersigned, Land Surveyor of Cleveland County, Oklahoma, do hereby certify that the above described land is the property of the undersigned and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma, and that the same is being dedicated to the public use of the County of Cleveland, Oklahoma.

PRIDE NUMBER 5 ADDITION
AN ADDITION TO
NORMAN, CLEVELAND COUNTY, OKLAHOMA

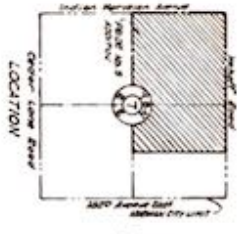
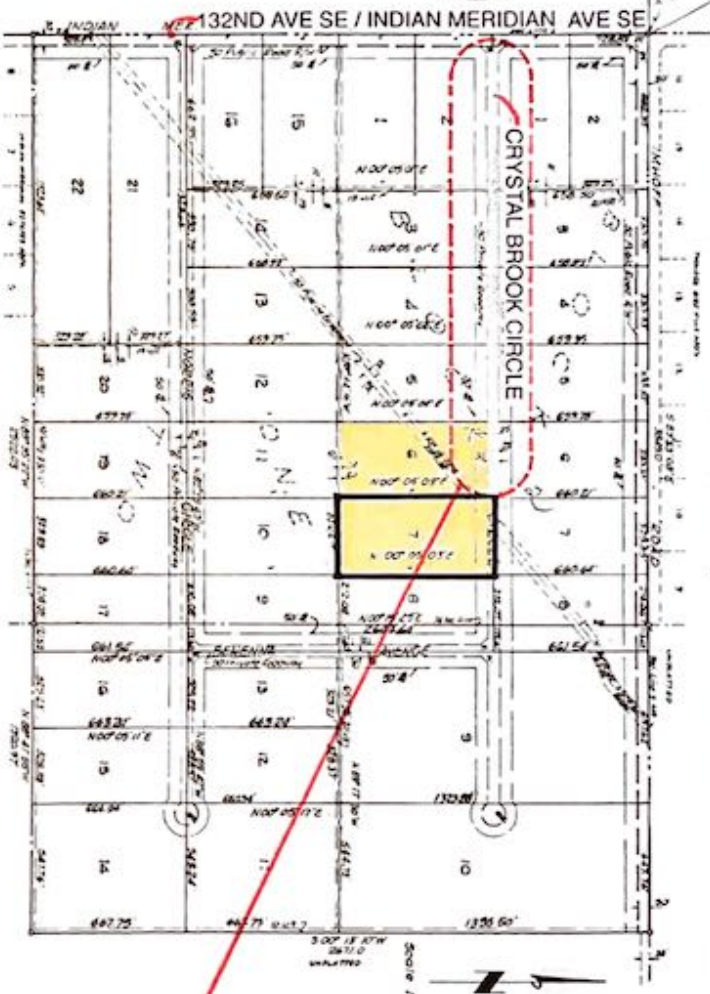
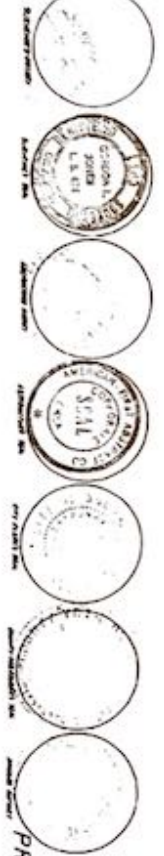
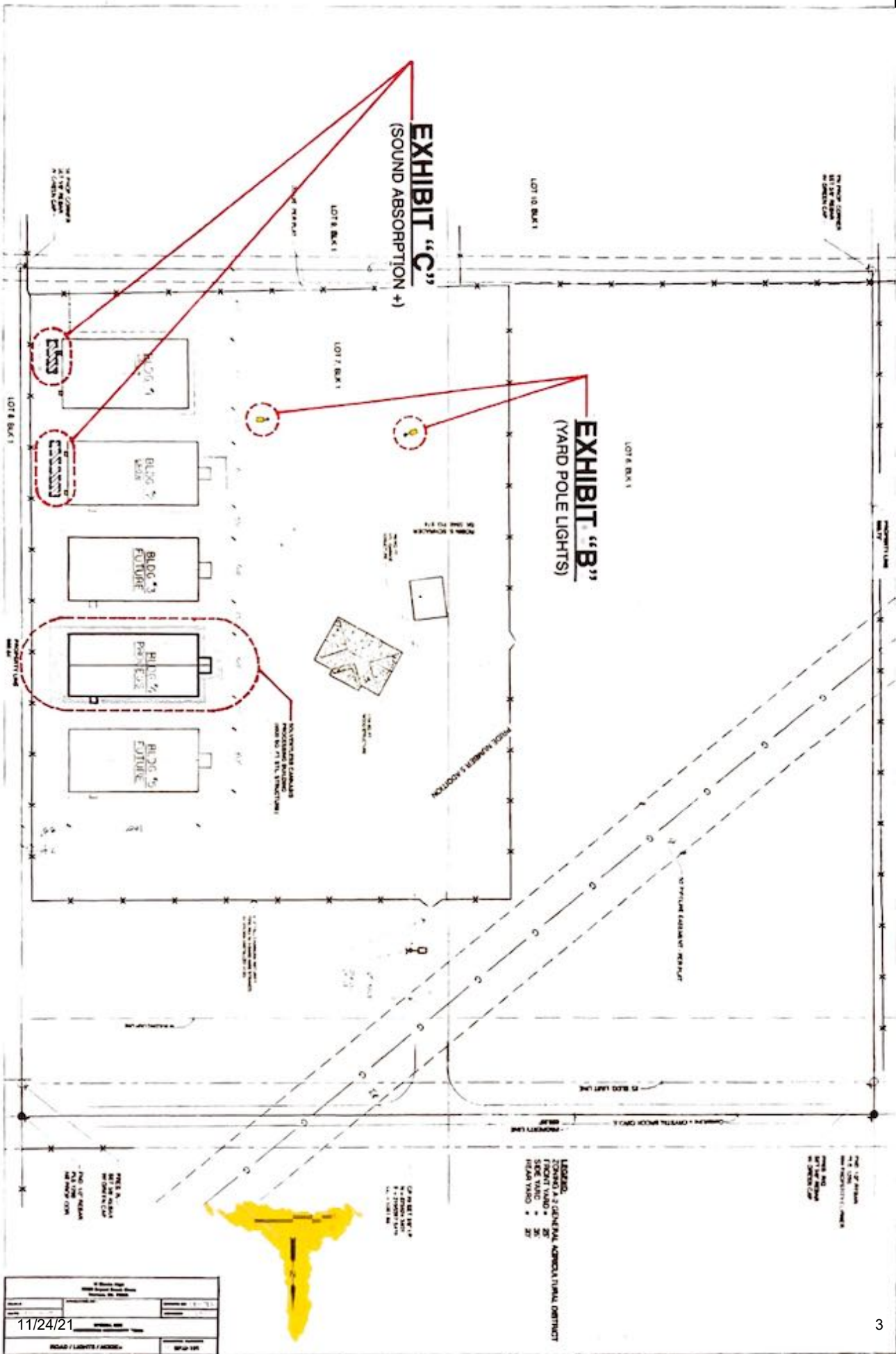


EXHIBIT "A"
(ROAD WORK)



PRIDE NO. 5.

Table with 2 columns: ROAD / LIGHTS / MOORS, and a row for 11/24/21.



11/24/21

ROAD / LIGHTS / MODEL SPID 151

EXHIBIT "A"

(Crystal Brook Circle Road Work):

Some surrounding Pride Number 5 Addition Neighbors are indicating that due to an increase in vehicular traffic to and from our farm has negatively impacted the gravel road and is in need of maintenance, specifically the filling of potholes and ruts and grading. In an effort to begin updating the road our initial goal for the gravel road (road identified as "Crystal Brook Circle" beginning at the intersection at 132nd Ave SE and running East to our farm entrance) is to begin grading the existing road with a delivery of 25 Tons of 1" AB-3 material in the month of December 2021. Additionally, as we begin to have more traffic to our farm we will continue to grade the road and gradually add more of the same material as we see fit.

We have contacted A&M Trucking to provide material for the road work as described above. We have used this Contractor in the past for trucking materials to our property and will begin contracting with them in the near future.

Refer to Page 7 for A&M Trucking proposal.

EXHIBIT “B”

(Area Pole Lights):

Our Neighbors adjacent to the East and to the South have indicated that the light spread from the (2) Power Poles are transmitting too much light onto their property. Our immediate goal is to resolve the spread of light transmitted and possibly the intensity by meeting with an OG+E Representative on-site to discuss the following two possibilities:

1. Review if there are any options to add a motion sensor to these units to reduce the amount of time the pole light is on.
2. Review if there are any light deflectors that can be added to the existing light structure itself to divert light in a more downward direction.

As of November 21st, we do have a OG+E Work Order #90000091217 at our facility to begin discussing the above options.

Refer to Page 8 for OG+E Work Order.

EXHIBIT "C"

(Mechanical Unit Sound Absorption Material):

Our Neighbor adjacent to the East has concern of our existing Building Mechanical Unit(s) being loud. We have researched several different Sound Absorption materials, techniques and companies to attempt to minimize sound transmission to our Neighbor to the East. Our goal is to begin an experimental application with the first technique/company that we feel will be beneficial.

Refer to Page 9 for AcoustiBlok Specifications

Additionally, one Neighbor that did not identify himself indicated that one of our buildings emitted a smell. With that being said, we have again researched several different companies that reduce odor. Our goal is to install (4) of the Reme-Halo Air Purification Systems for Air Treatment in our mechanical duct system. Test results show an 85% Odor Reduction.

Refer to Page 13 for Company Information and results.



From: **A&M Trucking** amtrucking14@gmail.com
Subject: Invoice for 12 Blocks High
Date: November 22, 2021 at 4:08 PM
To: craigdeister@kc.rr.com

Hey there!

Please see attached.

Let me know if there is anything else you need. :)

-Ashley Yerby
A & M Trucking



Matt & Ashley Yerby
13341 Highway 99
Maud, OK 74854
amtrucking14@gmail.com
Matt: 405.584.1946

QUOTE FOR:
12 Blocks High
13628 Crystal Brook Circle
Norman, OK

Customer: 12 Blocks High			
1" AB-3	25 tons (1 load)		
		Total	\$750 PER LOAD

If you have any further questions please contact Matt Yerby.

Thank you!



On November 22nd, 2021 I (Craig Deister) spoke with OG+E regarding the (2) Power Pole Lights and the possibility of installing motion sensors or a light deflection blade on them.

OG+E is submitting a Work Order #9000091217 to make a Site Visit to confirm that the lights are LED and to check on any concept to redirect the light or other options.

The work order, as of today is approximately a 10 Business Day Facilitation.

Craig

Product Name

AcoustiFence® Noise Reducing Fences

For Manufacturer Info:

Contact:

Acoustiblok, Inc.
 6900 Interbay Boulevard
 Tampa, FL 33616
 Call - (813) 980-1400
 Fax - (813) 549-2653
 Email - sales@acoustiblok.com
www.acoustiblok.com

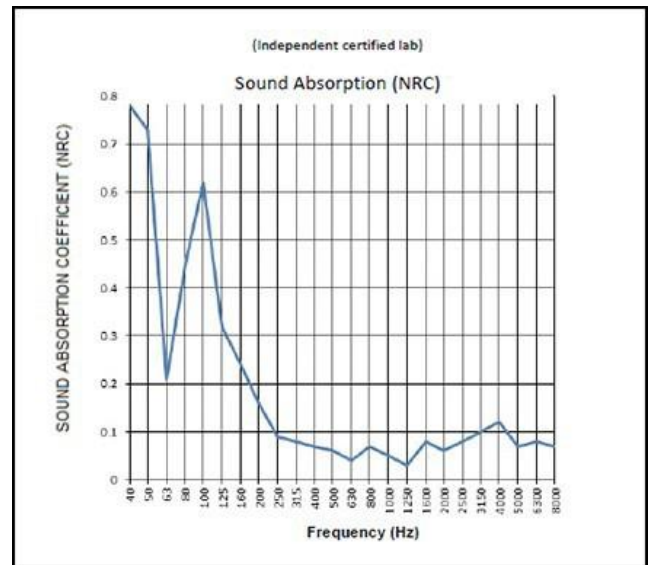
Product Description

Basic Use

AcoustiFence was originally developed by Acoustiblok, Inc. for noise isolation on offshore oil rigs, but has since proven successful in many other demanding outdoor settings, such as construction sites, commercial/industrial facilities, and residential communities.

AcoustiFence Noise Reducing Fences

AcoustiFence is a unique, heavy-mineral filled, barium free, viscoelastic acoustical material that is made in the U.S.A. Unlike fences or shrubs, this material does extraordinarily well in blocking direct sound, and a unique characteristic of the material sets it apart from other sound barriers when dealing with very low frequencies.



Sound Absorption Test Results

Benefits:

- Effectively reduces exterior noise
- Easy to install
- Resistant to UV, dirt and water
- Resistant to corrosion, mold and mildew

Product Name

AcoustiFence® Noise Reducing Fences

AcoustiFence Noise Reducing Fences continued...

In frequencies of 50Hz and below, the heavy limp AcoustiFence material actually begins to vibrate from low frequency sound waves. In essence it is transforming these low frequency sound waves into mechanical movement and internal friction energy. Laboratory tests indicate that this transformation process inhibits these lower frequencies from penetrating AcoustiFence, reducing their level by over 60 percent relative to the human ear. In addition, AcoustiFence becomes an absorbent material in these frequencies with test results show an NRC (noise reduction coefficient) as high as 0.78 (with 1.00 being the max). As such it is clear that AcoustiFence not only reduces sound as a barrier, but also acts as an acoustical absorbent material in very low frequencies, as opposed to reflecting those frequencies back like most other barriers. It is worth noting that lead sheets (which are toxic) work in the same manner.

Green AcoustiFence has the same sound deadening properties and features as our original black AcoustiFence. In addition, this new version features advanced reinforced edging and stainless steel cable ties. Made and sourced in the USA, It comes in 6x30 foot sections and is one of the most effective first steps in reducing noise for industrial, commercial and residential projects.

Green AcoustiFence

One of Acoustiblok's most popular products, designed as an advanced sound barrier that easily attaches to most types of fencing, is now available in a new green shade that easily blends into the environment. This makes it ideal for landscaping projects, residential home use and any outdoor applications where blending into the natural foliage is a concern.

Product Name

AcoustiFence® Noise Reducing Fences

Sound Transmission Class (STC)

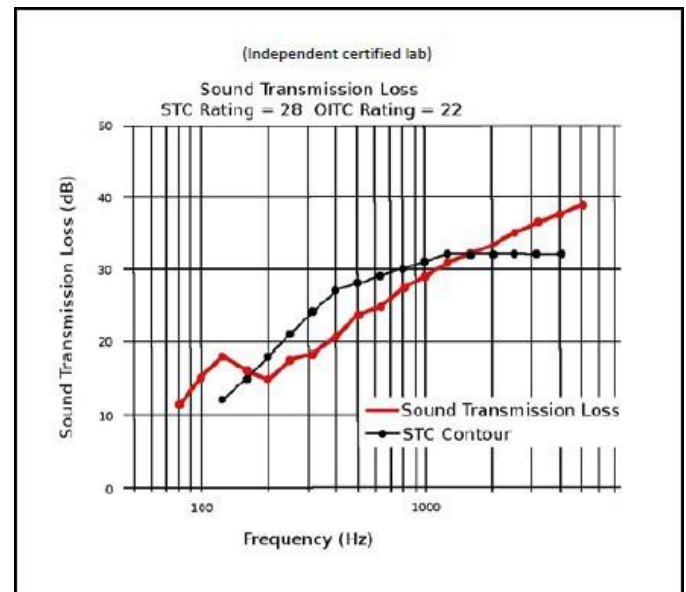
Sound Transmission Class (STC) is a single number that represents the sound blocking capacity of a partition such as a wall or ceiling.

STC numbers are often called out in architectural specifications, to assure that partitions will reduce noise levels adequately. For performance similar to laboratory test numbers, it is necessary to adhere closely to the construction materials and techniques used in the tested partition.

STC is calculated by comparing the actual sound loss measured when 16 test frequencies pass through a partition, with fixed values for each STC level. The highest STC curve that the measured sound loss numbers fit under, determines the STC rating of the partition.

STC calculations emphasize sound frequencies that match the human voice. A high STC partition will block the sound of human speech and block noise that interferes with human speech. To estimate high and low frequency performance, consult the Sound Transmission Loss graph included in STC test reports. Impact Insulation Class (IIC) measure transmitted impact noise and are specified for floor-ceiling assemblies only.

Acoustical test reports for numerous wall and floor/ceiling designs are available from Acoustiblok on request. All our test data is taken directly from independent 3rd party laboratories under NVLAP certification.



Sound Transmission Loss Test Results

Product Name

AcoustiFence® Noise Reducing Fences

Physical Properties

- Barium free
- Minimum STC 28 per ASTM E90-02 & ASTM E413-87
- Minimum sound attenuation 24 dBA @ 100Hz & 16dBA @ 40Hz
- Size - 6 ft.(1.83m) x 30 ft.(9.14m) x 0.125 in. (.3mm) – 180 ft² (16.83m²)
- Color - black or green
- High UV resistance
- Heat tolerance: 200°F (93°C) for 7 days, less than 1% shrinkage with no deformation.
- Do not unroll or flex frozen material. Properties not affected by freeze/thawcycles.
- No fungal or algal growth and no visible disfigurement, per ASTM D3273 and ASTM D3274 (rating=10)
- Tensile Strength - min. 510 PSI
- Weight per section: 185 lbs. (84Kg)

Material Specifications – Part # “Acoustifence 6x30 Industrial”

Acoustical Rating	STC 28 / OITC 22
Size	6 ft. (1.83m) x 30 ft. (9.14m) x 0.125 in. (.3mm) 180 ft ² (16.72m ²)
Weight	185 lbs. (84Kg)
Fastening	Black brass grommets every 6 in. (152mm) along top edge with four grommets spaced along the bottom edge. Commonly installed horizontally.
Color	Black
(This is an industrial product and minor surface blemishes are a possibility.)	



6900 Interbay Blvd.
Tampa, Florida USA 33616
Telephone: (813)980-1400
www.Acoustiblok.com
sales@acoustiblok.com

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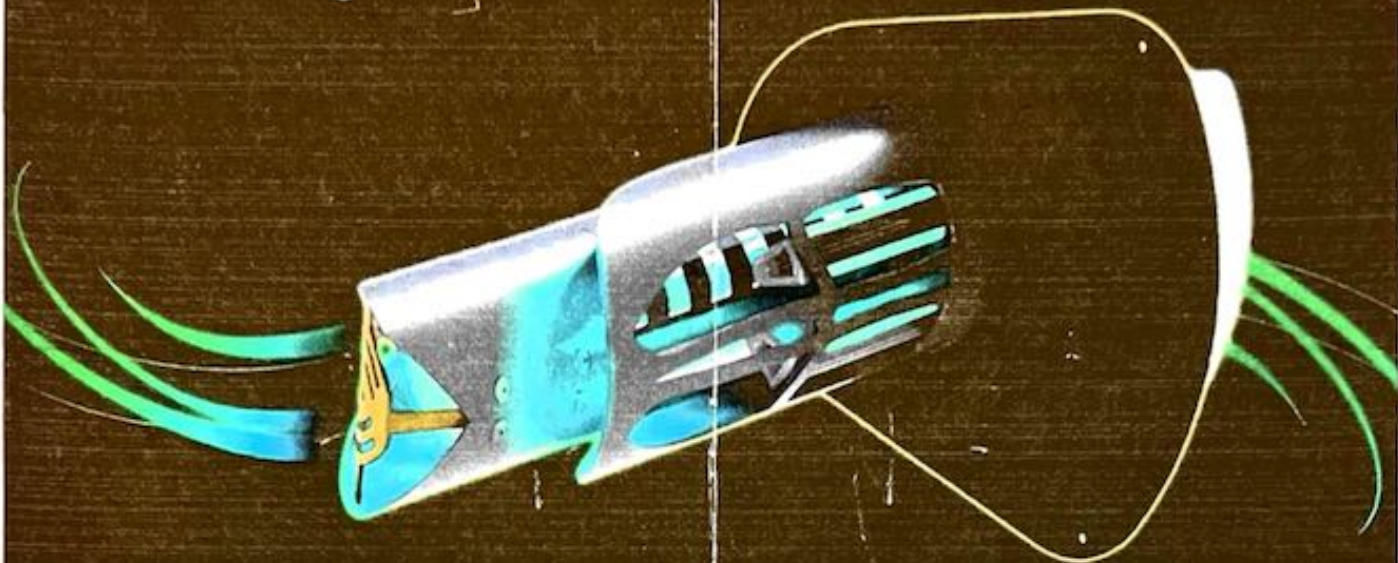
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Patent-pending

Validation

RGF first developed its Advanced Oxidation Technology over 25 years ago. Over two million RGF Cells are in use around the world. RGF has licensed its technology to many Fortune 500 companies for use in the medical, food, military, residential, commercial, marine, hospitality and government, etc. RGF cells in various products have been tested and approved by:

- ETL, TUV & CSA
- U.S. Military
- Chinese Government
- Japanese Government (TV commercials)
- Canadian Government
- European Union

In addition, RGF technology, because of its ability to kill bacteria and virus on surfaces and in the air, has been specified in the Norovirus/MRSA protection plan of America's largest restaurant chains, hotel chains, theme parks, cruise lines, public schools and hospitals.

Test Results

Samples of university & independent lab tests and major corporation studies

- Now tested on H1N1 Swine Flu with 99+% Kill on surfaces
- 4-log reduction (99.99%) surface bacteria/virus reduction
- Over 85% VOC reduction
- 99% of microbes in human sneeze killed at 3 feet
- 97% airborne bacterial reduction
- 99% reductions of Ecoli, Listeria, Strep, Tuberculosis, Bird Flu, etc.
- 85% odor reduction
- 97% airborne mold reduction
- US Military approved for mold protection in field hospitals
- Hospital approvals Infectious Diseases - U.S. and International 99% reduction of Staph (MRSA)
- Major US city school reports 20% reduction in absenteeism
- Tested and approved by the Chinese Government for protection against the SARS virus
- Fox News three-part indoor air series featured RGF and concluded substantial mold and bacteria reductions
- RGF's technology has been featured on Fox, ABC, CBS and in Popular Science Magazine

Applicant: 12 Blocks High

Project Location: 13628 Crystal Brook Circle

Case Number: PD21-38

Time: 6:00 p.m.

Applicant/Representative

Craig Deister
Lia Asztalos
Wayne Hinson
Hazel Navarrele
Mike Cushing
Ramee Pullin

Attendees

Ken Kimbrough
Warren K Jordan
Greg Kowalchuk
P. Gade
Cynthia Davis
Mike Awl
Sheri Drehm
Sheila Pinquelton
Jacque Cole
Stephanie Delony
Lori and Jahruba

City Staff

Logan Hubble, Planner I
Beth Muckala, Assistant City Attorney

Application Summary

The applicant is requesting Special Use for medical marijuana Tier III processing.

Neighbor's Comments/Concerns/Responses

Neighbor was concerned about bright lights and loud air conditioners on existing buildings. Applicant said that the new buildings will not have additional HVAC, and that they would install sound and light barriers. Neighbor was concerned about the water use for processing. Applicant said that this type of processing uses less than 20 gallons of water a day. Neighbor asked about environmental studies, applicant didn't hear the question. Neighbors were concerned about traffic. Neighbors were concerned about impact on animals (lights and sound). The neighbors compiled a list of demands/concerns which they gave to the applicant.

File Attachments for Item:

10. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-57 for Norman Regional Health System and the City of Norman request amendment of the NORMAN 2025 Land Use and Transportation Plan from Institutional Designation to Mixed Use Designation for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.



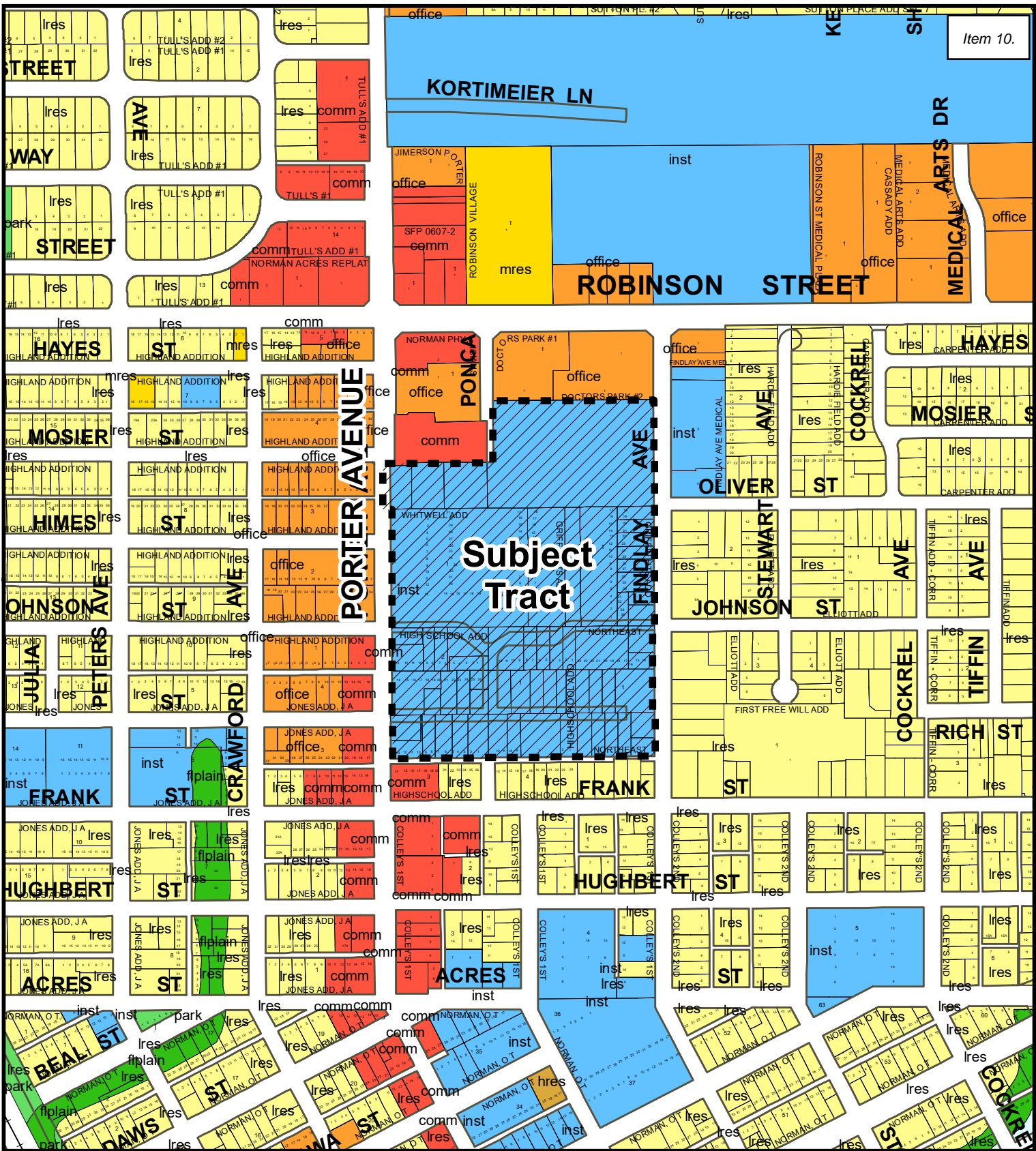
CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER: Norman Regional Hospital Authority, dba Norman Regional Health System and the City of Norman

PRESENTER: Lora Hoggatt, Planning Services Manager

ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-57 for Norman Regional Health System and the City of Norman request amendment of the NORMAN 2025 Land Use and Transportation Plan from Institutional Designation to Mixed Use Designation for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.



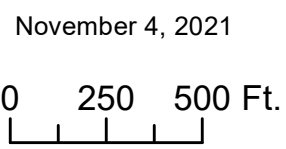
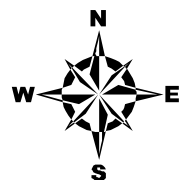
Item 10.

Subject Tract

Norman 2025 Land Use Plan



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.



- Subject Tract
- Zoning

RESOLUTION NO. R-2122-57

ITEM NO. 10

STAFF REPORT

ITEM: Norman Regional Health System and the City of Norman request amendment of the NORMAN 2025 Land Use and Transportation Plan from Institutional Designation to Mixed Use Designation for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.

SUMMARY OF REQUEST: The applicants are proposing redevelopment of the Porter Campus of the Norman Regional Health System. The property is approximately 29.3 acres. This development proposal requires rezoning from R-1, Single Family Dwelling District, C-3, Intensive Commercial District, and O-1, Office-Institutional District, to PUD, Planned Unit Development, and a NORMAN 2025 Land Use and Transportation Plan amendment from Institutional to Mixed Use.

STAFF ANALYSIS: For changes in classification under the NORMAN 2025 Land Use and Transportation Plan, the following information is forwarded for consideration.

The role of the NORMAN 2025 Plan in the City's ongoing and diverse planning activities states the document must be flexible, and that it is updated and amended periodically. The Plan defines the desired land use patterns for use and development of all private sector properties. This Plan will serve as a policy guide for zoning and planning requests as they are presented to the Planning Commission and City Council.

1. ***Has there been a change in circumstances resulting from development of the properties in the general vicinity which suggest that the proposed change will not be contrary to the public interest?*** Norman Regional Hospital is an anchor of this area of Norman. The Norman Regional Hospital System has proposed the redevelopment of the Porter Campus as part of the Inspire Health program. On April 2, 2019, the "Porter Avenue Streetscape" project was approved by voters as part of the 2019 Transportation Bond issue. The project has redesigned the streetscape of Porter Avenue from Robinson Street to Alameda Drive to provide a more pedestrian friendly, walkable environment. This will help spur redevelopment along Porter Avenue in this area.

The community continues to reinvest in this area. Cleveland County recently redeveloped the County Fairgrounds on the north side of Robinson Street. A new strip mall was built on the corner of Porter Avenue and E. Mosier Street. The Sonic just south of the Porter Campus completely redeveloped and rebuilt a new restaurant. Dimensions School redeveloped the building that was previously medical offices at the corner of Findlay Avenue and Oliver Street. A new restaurant, HTeaO, is building a new location at the corner of Porter Avenue and E. Himes Street. And finally, a new senior apartment complex/living facility was constructed on the north side of Robinson Street, directly north of this proposed campus.

2. ***Is there a determination that the proposed change would not result in adverse land use or adverse traffic impacts to surrounding properties or the vicinity?*** The City Traffic Engineer states the following in the review form for this development:

“While no negative traffic impacts are anticipated, however based on the traffic impact analysis there was an increase in delay at the signalized intersection of Robinson Street and Porter Avenue. This would cause the intersection to operate at an unacceptable level of service, therefore a modification to the eastbound Robinson Street approach to Porter Avenue, along with signal timing adjustments, is recommended with staff concurrence. The modification includes adding a right turn lane for the eastbound approach to turn south onto Porter Avenue.”

With this information, no further adverse land use or traffic impacts are anticipated with this development. The uses will be similar to existing uses on the site.

CONCLUSION: Staff forwards this request, Resolution No. R-2122-57, for Planning Commission’s consideration.

Applicant: Norman Regional Hospital/City of Norman

Project Location: NRH Porter Campus Site

Case Number: PD21-39

Time: 6:30 p.m.

Applicant/Representative

Shawn Rieger
Troy Glover
John Manfred
Richie Splitt
Paula Price

Attendees

Danny Millsap
Randall Foster
Jerry Cos
Judy Hatfield
Alex Snoddy
Mark Cox

City Staff

Jane Hudson, Planning Director
Kathryn Walker, City Attorney
Jason Olsen, Parks Director

Application Summary

The applicant is requesting to rezone the NRH Porter Campus Site to a PUD, Planned Unit Development to allow for the development of a Mixed Use Development.

Neighbor’s Comments/Concerns/Responses

What is the overall timeline?

Senior Center first, 12 – 13-month build

What is the plan for the hospital growth?

Rebuilding – future growth, there are no plans to vacate the site, we will be keeping the anchor educational facility and building around it.

Will there be a Phasing Plan/timeline?

Senior Center, Behavioral Medicine and simultaneously maybe Variety Care – done by 2023 – 2024.

When the services that are going to move to the West Campus are complete, the demolition of specific areas will begin, we are not demoing the educational facility. Once demo is complete, we will start the rebuild of the campus. The “S” curve street will not be constructed until approximately 75% of the campus site is complete.

The plan is to mimic the Porter Corridor design concept for the reconstruction of the campus.

File Attachments for Item:

11. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-29 for Norman Regional Health System and the City of Norman request rezoning from R-1, Single Family Dwelling District, C-3, Intensive Commercial District, and O-1, Office-Institutional District, to PUD, Planned Unit Development, for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.



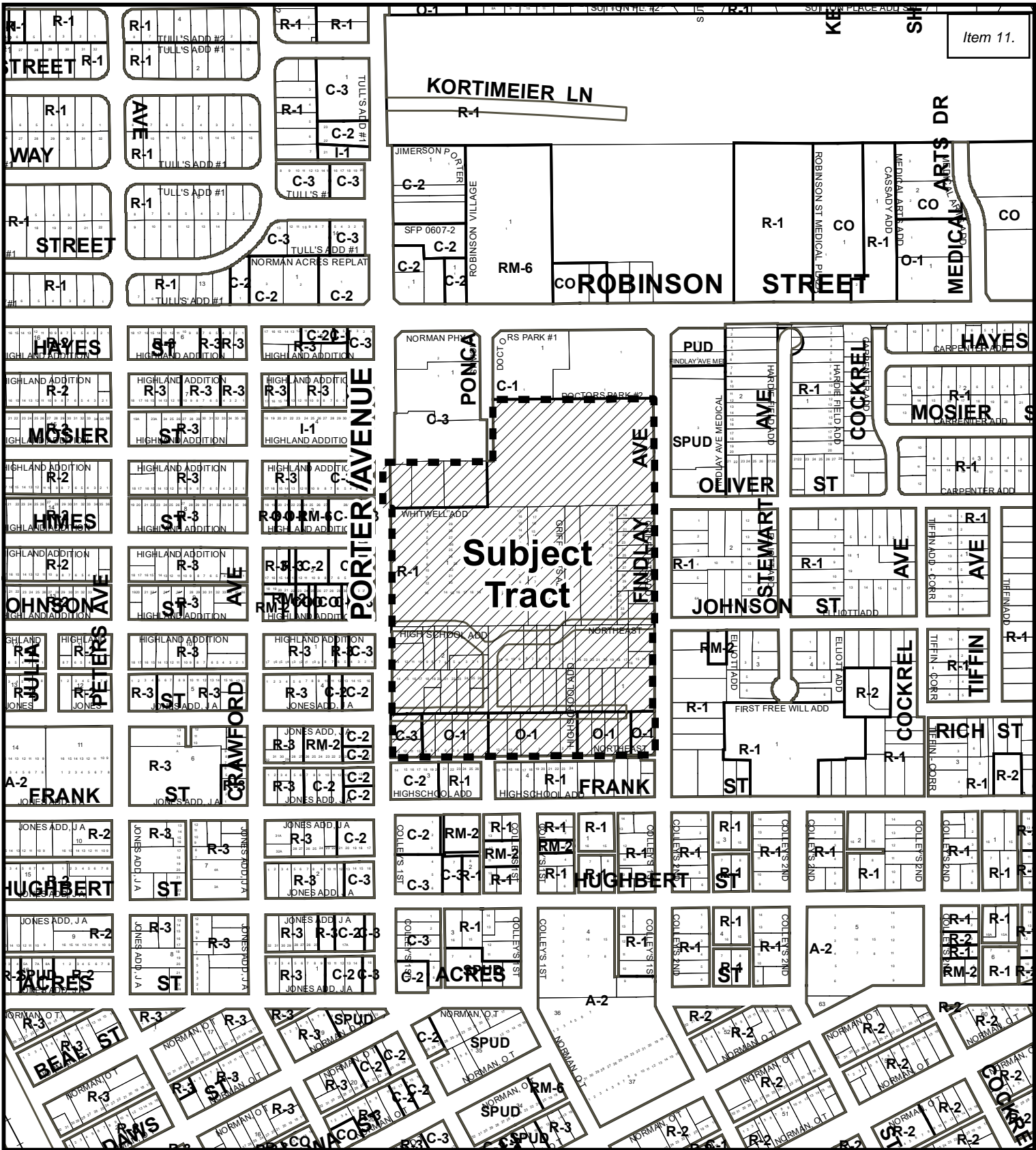
CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER: Norman Regional Hospital Authority, dba Norman Regional Health System and the City of Norman

PRESENTER: Lora Hoggatt, Planning Services Manager

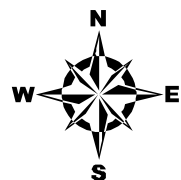
ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-29 for Norman Regional Health System and the City of Norman request rezoning from R-1, Single Family Dwelling District, C-3, Intensive Commercial District, and O-1, Office-Institutional District, to PUD, Planned Unit Development, for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.



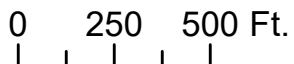
Location Map



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.



November 4, 2021



- Subject Tract
- Zoning

ORDINANCE NO. O-2122-29

ITEM NO. 11

STAFF REPORT**GENERAL INFORMATION**

APPLICANT	Norman Regional Health System and the City of Norman
REQUESTED ACTION	Rezoning to PUD, Planned Unit Development District
EXISTING ZONING	R-1, Single-Family Dwelling District C-3, Intensive Commercial District O-1, Office-Institutional District
SURROUNDING ZONING	North: C-1, Local Commercial District and C-3, Intensive Commercial District East: SPUD, Simple Planned Unit Development O-1920-33, and R-1, Single-Family Dwelling District South: C-2, General Commercial District, and R-1, Single-Family Dwelling District, West: C-2, General Commercial District, and C-3, Intensive Commercial District
LOCATION	South of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue
SIZE	29.3 acres, more or less
PURPOSE	Mixed use development
EXISTING LAND USE	Norman Regional Hospital and medical offices
SURROUNDING LAND USE	North: Pharmacy and medical offices East: Dimensions School and single-family residential

South: Sonic and single residential
West: Commercial

SYNOPSIS: The applicants, Norman Regional Health System and the City of Norman, are requesting to rezone the subject property with approximately 29.3 acres to PUD, Planned Unit Development. The subject property is currently the site of the Porter Campus of Norman Regional Hospital. The applicant is requesting to redevelop as a mixed use site, in addition to the site planned for the Senior Wellness Center.

HISTORY: On July 13, 1954, City Council adopted Ordinance No. 884, which placed the R-1, Single-Family Dwelling District, and C-3, Intensive Commercial District, portions of the subject property into these zoning districts. The portions of the subject property that are currently zoned O-1, Office-Institutional District, were rezoned to O-1 with Ordinance Nos. O-9900-9 (adopted October 12, 1999), O-9900-52 (adopted June 13, 2000), and O-0203-18 (adopted December 17, 2002). Over the years, Norman Regional Health System has developed the subject property into the Porter Campus for the hospital. Numerous doctors' offices have also been developed.

ZONING ORDINANCE CITATION: SEC. 420 – PLANNED UNIT DEVELOPMENT
Statement of Purpose. It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The "PUD" Planned Unit Development district herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City.

Specifically, the purposes of this section are to encourage:

- (a) A maximum choice in the types of environment and living units available to the public.
- (b) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
- (c) Maximum enhancement and minimal disruption of existing natural features and amenities.
- (d) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long range plan and remain compatible with surrounding developments.
- (e) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
- (f) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use.

The PUD (Planned Unit Development) Regulations are designed to provide for small and scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development which is related to, and affects, the long term value of the homes and other development. A Planned Unit Development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

EXISTING ZONING: A majority of the subject property is zoned R-1 which allows for single-family residential and accessory uses. A hospital is not a use permitted by right or by Special Use application in R-1. Medical offices are allowed by right in O-1 and C-3 zoning districts. The subject property is within the Porter Corridor Commercial Development area.

ANALYSIS: The particulars of this PUD include:

USE: The applicant listed what uses will be allowed in the PUD Narrative, Exhibit E, "Allowable Uses."

OPEN SPACE: The PUD Narrative states the development will have a minimum of 10% space open. The proposed open space areas are shown on the Open Space Exhibit D.

PARKING: Parking for the development will meet or exceed the requirements of Section 431.5, Off-Street Parking Requirements. Parking lots abutting residential properties will be designed in accordance with the Porter Corridor Zoning Overlay District regulations, except that no buffer walls shall be required. Buffer landscaping and parking lot lighting regulations will still apply.

PHASES: The Porter Campus will be developed in multiple phases. The initial phase is anticipated to include the City's Senior Wellness Center and behavioral health care.

SITE PLAN/ACCESS: The proposed site development plan shows six access points off Findlay Avenue and two access points off Porter Avenue. A new interior street will be constructed. The existing EMSTAT building on the north of the subject property will remain. Two mixed use buildings and an office building are proposed on the east side of the property. NRHS will have three buildings on the northwest side of the property off Porter Avenue; the NRHS North building and the NRHS Education building will remain. A new NRHS building is proposed between the two existing buildings. The City's Senior Wellness Center is proposed for the southeast corner of the property. A variety care site and a BMS site are proposed for the southwest corner of the property. There are parking lots and walking trails proposed throughout the development.

AREA REGULATIONS: The PUD Narrative states that the lots within the development have minimal setbacks "in order to create a vibrant, walkable, and high-quality development." There are no minimum setbacks for buildings except for a 20' setback along the south border of the Porter Campus property and a 20' setback from Findlay Avenue. The maximum height for buildings within 100' from a residentially zoned property will be three stories. Otherwise, buildings have no maximum height in the development.

LANDSCAPING: Landscaping for the development will comply with Section 431.8, Landscaping Requirements for Off-Street Parking Facilities.

SIGNAGE: The PUD Narrative states all signs will comply with the Commercial Zoning Standards in Section 18-504 with the following exceptions. Grounds signs on the Porter Campus shall be allowed at zero setback so long as all ground signs do not block the applicable sight triangle. Development entrance signage and tenant identification signage shall be allowed at the entrances of the Porter Campus. Any off-premises entrance or identification signage along Findlay shall not exceed six feet in height. Any off-premises entrance or identification signage along Porter shall not exceed fifteen feet in height. Internal directional and identification signage shall be allowed within the Porter Campus in order to ensure adequate wayfinding, provided that no single internal directional or identification sign may exceed five feet in height.

LIGHTING: All exterior lighting for the development will comply with Section 431.6, Commercial Outdoor Lighting Standards.

FENCING: The PUD Narrative states a masonry wall currently exists along the southern boundary of the property. The applicant requests not to comply with the Porter Corridor Zoning Overlay District's requirement for a buffer wall along the Commercial Development Line, which is Findlay Avenue in this case.

OTHER AGENCY COMMENTS:

PARK BOARD: The applicant is on the agenda for a December 9, 2021 Park Board meeting. Staff will update on the floor at the Planning Commission Meeting.

PUBLIC WORKS: Findlay Avenue is existing; the proposed interior street will be constructed to city standards. Porter Avenue is part of a city streetscape project. Utilities, sanitary sewer and water, including fire hydrants, will be installed per city and DEQ standards. Sidewalks will be installed adjacent to all public streets. Storm water will be conveyed to existing and proposed detention facilities. This proposal contains less impervious cover than the existing site.

PREDEVELOPMENT: PD21- November 17, 2021
Neighbor's Comments/Concerns/Responses
What is the overall timeline?

Senior Center first, 12 – 13-month build

What is the plan for the hospital growth?

Rebuilding – future growth, there are no plans to vacate the site, we will be keeping the anchor educational facility and building around it.

Will there be a Phasing Plan/timeline?

Senior Center, Behavioral Medicine and simultaneously maybe Variety Care – done by 2023 – 2024.

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The plan is to mimic the Porter Corridor design concept for the reconstruction of the campus.

GREENBELT COMMISSION: GBC21-33, November 15, 2021
Greenbelt forwards this item with no additional comments.

CONCLUSION: Staff forwards this request and Ordinance No. O-2122-29 for Planning Commission's consideration.

Item 11.

**PORTER CAMPUS
A PLANNED UNIT DEVELOPMENT**

NORMAN, OKLAHOMA

APPLICANTS:



***NORMAN REGIONAL HOSPITAL AUTHORITY,
AN OKLAHOMA PUBLIC TRUST D/B/A NORMAN REGIONAL HEALTH SYSTEM***

&



***THE CITY OF NORMAN, OKLAHOMA,
AN OKLAHOMA MUNICIPAL CORPORATION***

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
2025 AMENDMENT
PRELIMINARY PLAT

Submitted November 1, 2021
Revised December 3, 2021

PREPARED BY:

RIEGER LAW GROUP PLLC
136 Thompson Drive
Norman, Oklahoma 73069

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 - Background and Intent

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 - E. Utility Services
 - F. Fire Protection Services
 - G. Traffic Circulation and Access

- III. DEVELOPMENT PLAN AND DESIGN CONCEPT
 - A. Uses Permitted
 - B. Area Regulations
 - C. Parking
 - D. Miscellaneous Development Criteria

EXHIBITS

- A. Legal Description of the Porter Campus
- B. Preliminary Plat
- C. Preliminary Site Development Plan
- D. Allowable Uses

I. INTRODUCTION

Norman Regional Hospital Authority, an Oklahoma Public Trust d/b/a Norman Regional Health System (“NRHS”), and the City of Norman, Oklahoma, an Oklahoma municipal corporation (“City”), seek to preliminarily plat and rezone multiple tracts of property making up approximately 29.3 acres located in Ward 4 of the City of Norman. The subject property is more particularly described on the attached Exhibit A and shall be referred to herein as the “Porter Campus”. NRHS and the City may be collectively referred to herein as the “Applicants”.

The Applicants intend to put forth the parameters for which the development of the Porter Campus may be phased over time. Through the use of this Planned Unit Development (“PUD”) and the Preliminary Plat, attached as Exhibit B, the Porter Campus may be developed in substantial conformance with the Preliminary Site Development Plan, attached as Exhibit C, featuring the City’s Senior Wellness Center, other medical uses, such as, but not limited to, variety care, behavioral health care, administrative and educational buildings, as well as numerous other compatible uses as further enumerated in this PUD. It is anticipated that the Porter Campus will be developed in multiple phases, with the Senior Wellness Center expected to be part of the initial development phase.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Porter Campus is generally located South of E. Robinson Street, West of N. Findlay Ave, North of E. Frank Street, and East of N. Porter Ave.

B. Existing Land Use and Zoning

The Porter Campus currently contains multiple zoning classification, including C-3, Intensive Commercial, R-1, Single Family Dwelling, and O-1, Office Institutional. It is completely contained within the Porter Corridor Zoning Overlay District, the purpose of which is to provide regulations that create a buffer between commercial and residential areas. The existing NORMAN 2025 designation is Institutional.

Across N. Porter Ave., West of the Porter Campus are properties generally zoned C-3, Intensive Commercial, with NORMAN 2025 designations of Office and Commercial. The properties immediately South of the Porter Campus are zoned R-1, Single Family Dwelling, with one parcel zoned C-2, General Commercial, at the NE corner of N. Porter Ave. and E. Frank Street. Those same properties have corresponding NORMAN 2025 designations of Low Density Residential and Commercial, respectively. The properties to the East of the Porter Campus are generally zoned R-1, Single Family Dwelling, with NORMAN 2025 designations of Low Density Residential. The properties located at the SE corner of N. Findlay

Ave. and E. Robinson Street are zoned PUD and SPUD. The property zoned SPUD has a NORMAN 2025 designation of Institutional and the property zoned PUD has a NORMAN 2025 designation of Office. The property located at the SW corner of N. Findlay Ave. and E. Robinson Street is zoned C-1, Local Commercial, and has a NORMAN 2025 designation of Office. The properties located at the SE corner of N. Porter Ave. and E. Robinson Street are zoned C-3, Intensive Commercial. The Northernmost parcel at said intersection has a NORMAN 2025 designation of Commercial the abutting parcel to the South has a NORMAN 2025 designation of Office.

C. Elevation and Topography

The Porter Campus is currently developed with Norman Regional Hospital and other improvements. The Porter Campus generally slopes from the North to the South.

D. Drainage

A drainage report has been provided by the Applicants to City Staff as part of the Preliminary Plat application. The Applicants shall comply with all applicable City ordinances and regulations regarding drainage for the Porter Campus.

E. Utility Services

The necessary utility services for this project are already located in close proximity to the Porter Campus. The Applicants shall extend such utility services to the Porter Campus, as necessary, to facilitate their intended development.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicants as such are required by adopted City codes.

G. Traffic Circulation and Access

Access to the Porter Campus shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Porter Campus is planned to accommodate a mixed-use development over the approximately 29.3 acres of land, including, but not limited to, the City's Senior Wellness Center, other medical uses, such as, but not limited to, variety care, behavioral health care, administrative and educational buildings, as well as numerous other compatible uses as further enumerated in this PUD. The Porter Campus shall be developed in substantial compliance with the Preliminary Site Development Plan,

attached as **Exhibit C**. The Exhibits attached hereto, and as submitted on behalf on the Applicants, are incorporated herein by reference and further depict the development criteria for the Porter Campus.

A. Uses Permitted:

The Porter Campus will feature the City’s Senior Wellness Center, as well as other medical uses, such as, but not limited to, Variety Care, behavioral health care, administrative and educational buildings, and other compatible uses. Lot 1, Block 1 of the Porter Campus (the “**Senior Wellness Tract**”) shall be developed as the City’s Senior Wellness Center. A complete list of the allowable uses for the Porter Campus is attached hereto as **Exhibit D**.

B. Area Regulations:

The lots within the preliminary plat of the Porter Campus shall be allowed to be developed with minimal setbacks in order to create a vibrant, walkable, and high-quality development. Therefore, there shall be no minimum setbacks for each individual lot, except that no building shall be constructed within (i) twenty (20’) feet from the South boundary of the Porter Campus or (ii) twenty (20’) feet from the Findlay Avenue right-of-way. No buildings shall be permitted to encroach upon any public easement or right-of-way. The maximum height for buildings located within one hundred (100) feet from where the Porter Campus abuts residentially zoned property shall be three (3) stories. Otherwise, there shall be no maximum height within the Porter Campus.

C. Parking:

Parking will meet or exceed the requirements of Section 431.5 of the City of Norman’s Zoning Ordinance for Off-Street Parking, as amended from time to time.

D. Dumpster and Trash Enclosures

Trash may be handled through on-site dumpsters. A trash compactor(s) and its enclosure(s) may also be located on site to facilitate trash removal. Any dumpster or trash facilities shall be screened within enclosures that are built of materials to be compatible with the building exteriors of the main building on said lot and in compliance with the City’s standards for Solid Waste Container Enclosures.

E. Miscellaneous Development Criteria

1. Site Plan

The Preliminary Site Development plan for the Porter Campus is concurrently submitted with this PUD and shall be incorporated herein as an integral part of the PUD and the development of the Porter Campus shall

be generally constructed as presented thereon, subject to final design development and the changes allowed by Section 22.420(7) of the City of Norman's PUD Ordinance as amended from time to time.

2. Open Space

Open space and green space areas are located throughout the Porter Campus. The Porter Campus shall contain a minimum of 10% of open space throughout the development. Impervious area for the Porter Campus shall not exceed 90% as applied to the entirety of the development.

3. Signage

Each lot within the Porter Campus shall comply with the City of Norman's applicable Commercial Zone Sign Standards, contained in Section 18-504 of the City of Norman's Municipal Code, as amended from time to time. Grounds signs on the Porter Campus shall be allowed at zero setback so long as all ground signs do not block the applicable sight triangle. Development entrance signage and tenant identification signage shall be allowed at the entrances of the Porter Campus. Any off-premises entrance or identification signage along Findlay shall not exceed six (6) feet in height. Any off-premises entrance or identification signage along Porter shall not exceed fifteen (15) feet in height. Internal directional and identification signage shall be allowed within the Porter Campus in order to ensure adequate wayfinding, provided that no single internal directional or identification sign may exceed five (5) feet in height.

4. Traffic access/circulation/parking and sidewalks

Access to the Porter Campus shall be permitted in the manner depicted on the attached Preliminary Site Development Plan. The Porter Campus shall comply with the City of Norman standards to allow for emergency access and fire access as necessary, as such standards may be amended from time to time. Sidewalks will be provided in the locations shown on the attached Preliminary Site Development Plan and Preliminary Plat.

5. Lighting

All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards, contained in Section 431.6 of the City of Norman's Zoning Ordinance, as amended from time to time.

6. Landscaping

Landscaping shall be provided in conformity to Sections 429.6 and 431.8 of the City of Norman's Zoning Ordinance, as amended from time to time.

7. Fencing

The Porter Campus currently features a masonry wall along the Southern boundary, which will remain in its current location..

8. Phasing

It is anticipated that the Porter Campus will be developed in multiple phases. The initial phase is anticipated to include the City's Senior Wellness Center and behavioral health care. The timing and number of future phases will be determined by market demand and absorption rates.

9. Exterior Appearance

The exterior materials of the building to be constructed within the Porter Campus may be brick, glass, stone, synthetic stone, stucco, EIFS, masonry, metal accents, composition shingles, and any combination and percentage thereof. This section shall govern and supersede the terms of Section 431.4 of the City's Zoning Ordinance within the Porter Campus.

EXHIBIT A

Legal Description of the Porter Campus

A tract of land being all of Blocks 1 and 2, WHITWELL ADDITION recorded in Book 1 of Plats, Page 26; AND all of Blocks 1 and 2, GRIFFIN HEIGHTS ADDITION recorded in Book 2 of Plats, Page 62; AND all of Block 1, NORTHEAST ADDITION recorded in Book 1 of Plats, Page 92; AND all of Blocks 1 and 2, Lots 1 through 13, Block 3 and Lots 1 through 12, Block 4, HIGH SCHOOL ADDITION recorded in Book 1 of Plats, Page 32, together with the platted streets and alleys lying within the aforescribed plats AND those unplatted parts of the Northwest Quarter (NW/4) of Section 29, Township 9 North, Range 2 West of the Indian Meridian, Norman, Cleveland County, Oklahoma all lying within the following described tract of land;

COMMENCING at the northwest corner of said Northwest Quarter;

THENCE South 00°09'01" East, along the west line of said Northwest Quarter, a distance of 553.00 feet to the POINT OF BEGINNING;

THENCE North 89°50'59" East a distance of 420.40 feet;

THENCE North 00°09'01" West a distance of 237.84 feet to a point on the south line of Lot1, Block 1, DOCTOR'S PARK NO. 1 recorded in Book 8 of Plats, Page 77 extended;

THENCE North 89°44'54" East, along the south line of said Lot 1 extended, the south line of said Lot 1 and the south line of Lot 1, Block 1, DOCTOR'S PARK NO. 2 recorded in Book 10 of Plats, Page 39, a distance of 615.57 feet to the southeast corner of said Lot 1, also being a point on the west right of way line of Findlay Avenue;

THENCE South 00°09'01" East, along said west right of way line and the east line of Block 1 of said GRIFFIN HEIGHTS ADDITION extended and the east line of said Block 1, a distance of 859.73 feet;

THENCE South 89°26'27" West a distance of 8.00 feet to a point of intersection with the east line of Block 1, NORTHEAST ADDITION extended;

THENCE South 00°09'01" East, along the east line of said Block 1 extended, the east line of said Block 1 and said west right of way line, a distance of 335.00 feet;

THENCE North 89°26'27" East a distance of 8.00 feet;

THENCE South 00°09'01" East a distance of 165.00 feet to a point of intersection with the south line of Block 4, HIGH SCHOOL ADDITION extended;

THENCE South 89°26'27" West, along said south line extended, the south line of said Block 4 and the south line of Block 3 in said Addition, a distance of 1,003.00 feet to the southwest corner of said Block 3, also being a point on the east right of way line of

Porter Avenue;

THENCE North 00°09'01" West, along the west line of said Block 3, the west line of Block 2 of said HIGH SCHOOL ADDITION, the west line of Block 1, WHITWELL ADDITION and said east right of way line, a distance of 952.35 feet to the northwest corner of said Block 1, WHITWELL ADDITION;

THENCE South 89°26'27" West a distance of 33.00 feet to a point on the west line of said Northwest Quarter;

THENCE North 00°09'01" West, along said west line, a distance of 175.84 feet to the POINT OF BEGINNING.

Said described tract of land contains an area of 1,277,585 square feet or 29.3293 acres, more or less.

The basis of bearings for this legal description was the Oklahoma State Plane Coordinate System (NAD83-South Zone) using a bearing of South 00°09'01" East on the west line of the Northwest Quarter of Section 29, Township 9 North, Range 2 West of the Indian Meridian.

Prepared by: Randall A. Mansfield, Professional Land Surveyor No. 1613
 Dodson-Thompson-Mansfield PLLC
 20 N.E. 38th Street - OKC, OK 73105
 October 25, 2021

EXHIBIT B
Preliminary Plat
Full Size Documents Submitted to City Staff

[Attached hereto]

PRELIMINARY PLAT

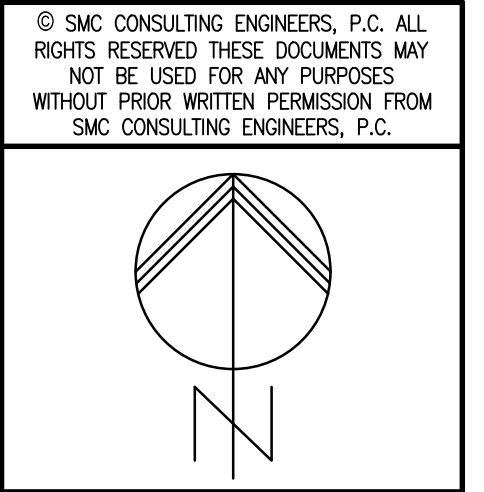
NORMAN REGIONAL HEALTH SYSTEM

PORTER CAMPUS

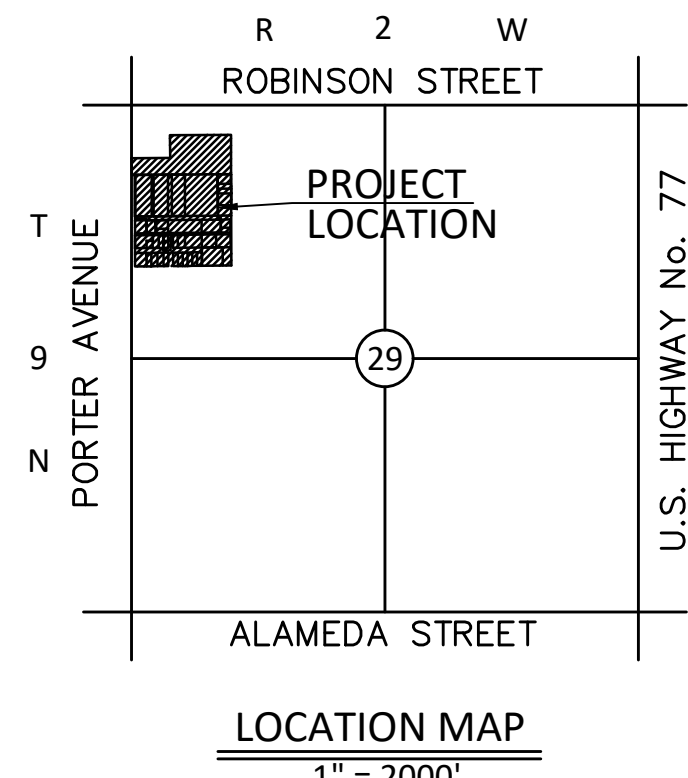
A PLANNED UNIT DEVELOPMENT

A PART OF THE N.E./4, SEC. 29, T9N, R2W, I.M. NORMAN, CLEVELAND COUNTY, OKLAHOMA

PUE 0340



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LEGAL DESCRIPTION:

A TRACT OF LAND BEING ALL OF BLOCKS 1 AND 2, WHITWELL ADDITION RECORDED IN BOOK 1 OF PLATS, PAGE 26, AND ALL OF BLOCKS 1 AND 2, GRIFFIN HEIGHTS ADDITION RECORDED IN BOOK 2 OF PLATS, PAGE 62; AND ALL OF BLOCK 1, NORTHEAST ADDITION RECORDED IN BOOK 1 OF PLATS, PAGE 92; AND ALL OF BLOCKS 1 AND 2, LOTS 1 THROUGH 13, BLOCK 3 AND LOTS 1 THROUGH 12, BLOCK 4, HIGH SCHOOL ADDITION RECORDED IN BOOK 1 OF PLATS, PAGE 32, TOGETHER WITH THE PLATTED STREETS AND ALLEYS LYING WITHIN THE AFORESAID TRACTS AND THOSE UNPLATTED PARTS OF THE NORTHWEST QUARTER (NW/4) OF SECTION 29, TOWNSHIP 9 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, NORMAN, CLEVELAND COUNTY, OKLAHOMA ALL LYING WITHIN THE FOLLOWING DESCRIBED TRACT OF LAND;

COMMENCING AT THE NORTHWEST CORNER OF SAID NORTHWEST QUARTER;

THENCE SOUTH 00°09'01" EAST, ALONG THE WEST LINE OF SAID NORTHWEST QUARTER, A DISTANCE OF 553.00 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 89°50'59" EAST A DISTANCE OF 420.40 FEET;

THENCE NORTH 00°09'01" WEST A DISTANCE OF 237.84 FEET TO A POINT ON THE SOUTH LINE OF LOT 1, BLOCK 1, DOCTOR'S PARK NO. 1 RECORDED IN BOOK 8 OF PLATS, PAGE 77 EXTENDED;

THENCE NORTH 89°44'54" EAST, ALONG THE SOUTH LINE OF SAID LOT 1 EXTENDED, THE SOUTH LINE OF SAID LOT 1 AND THE SOUTH LINE OF LOT 1, BLOCK 1, DOCTOR'S PARK NO. 2 RECORDED IN BOOK 10 OF PLATS, PAGE 39, A DISTANCE OF 615.57 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1, ALSO BEING A POINT ON THE WEST RIGHT OF WAY LINE OF FINDLAY AVENUE;

THENCE SOUTH 00°09'01" EAST, ALONG SAID WEST RIGHT OF WAY LINE AND THE EAST LINE OF BLOCK 1 OF SAID GRIFFIN HEIGHTS ADDITION EXTENDED AND THE EAST LINE OF SAID BLOCK 1, A DISTANCE OF 859.73 FEET;

THENCE SOUTH 89°26'27" WEST A DISTANCE OF 8.00 FEET TO A POINT OF INTERSECTION WITH THE EAST LINE OF BLOCK 1, NORTHEAST ADDITION EXTENDED;

THENCE SOUTH 00°09'01" EAST, ALONG THE EAST LINE OF SAID BLOCK 1 EXTENDED, THE EAST LINE OF SAID BLOCK 1 AND SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 335.00 FEET;

THENCE NORTH 89°26'27" EAST A DISTANCE OF 8.00 FEET;

THENCE SOUTH 00°09'01" EAST A DISTANCE OF 165.00 FEET TO A POINT OF INTERSECTION WITH THE SOUTH LINE OF BLOCK 4, HIGH SCHOOL ADDITION EXTENDED;

THENCE SOUTH 89°26'27" WEST, ALONG SAID SOUTH LINE EXTENDED, THE SOUTH LINE OF SAID BLOCK 4 AND THE SOUTH LINE OF BLOCK 3 BY SAID ADDITION, A DISTANCE OF 1,003.00 FEET TO THE SOUTHWEST CORNER OF SAID BLOCK 3, ALSO BEING A POINT ON THE EAST RIGHT OF WAY LINE OF PORTER AVENUE;

THENCE NORTH 00°09'01" WEST, ALONG THE WEST LINE OF SAID BLOCK 3, THE WEST LINE OF BLOCK 2 OF SAID HIGH SCHOOL ADDITION, THE WEST LINE OF BLOCK 1, WHITWELL ADDITION AND SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 952.35 FEET TO THE NORTHWEST CORNER OF SAID BLOCK 1, WHITWELL ADDITION;

THENCE SOUTH 89°26'27" WEST A DISTANCE OF 33.00 FEET TO A POINT ON THE WEST LINE OF SAID NORTHWEST QUARTER;

THENCE NORTH 00°09'01" WEST, ALONG SAID WEST LINE, A DISTANCE OF 175.84 FEET TO THE POINT OF BEGINNING.

SAID DESCRIBED TRACT OF LAND CONTAINS AN AREA OF 1,277,585 SQUARE FEET OR 29.3293 ACRES, MORE OR LESS.

THE BASIS OF BEARINGS FOR THIS LEGAL DESCRIPTION WAS THE OKLAHOMA STATE PLANE COORDINATE SYSTEM (NAD83-SOUTH ZONE) USING A BEARING OF SOUTH 00°09'01" EAST ON THE WEST LINE OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 9 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN.

NOTES:

- FIRE HYDRANTS WILL BE LOCATED AND INSTALLED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
- ALL SIDEWALKS WILL BE CONSTRUCTED IN ACCORDANCE WITH THE FINAL PLANS AND THE CITY OF NORMAN STANDARDS AND SPECIFICATIONS.
- REFER TO DRAINAGE REPORT FOR SPECIFIC DATA.
- ALL PROPOSED SANITARY LINES ARE 8-INCH EXCEPT AS NOTED.
- ALL PROPOSED WATERLINES ARE 8-INCH EXCEPT AS NOTED.
- ALL ISLANDS AND/OR MEDIANS WITHIN RIGHTS-OF-WAY AND ALL COMMON AREAS WITHIN THIS DEVELOPMENT WILL BE MAINTAINED BY THE PROPERTY OWNERS' ASSOCIATION.
- EXISTING ZONING IS MIXED WITH INTENSIVE COMMERCIAL, SINGLE FAMILY DWELLING, AND OFFICE INSTITUTIONAL; WITH A PROPOSED CHANGE TO PUD.
- THE EXISTING ENTRYWAY SIGNAGE AT THE NORTHEAST CORNER OF THE PORTER AVENUE AND TBA STREET INTERSECTION SHALL BE ALLOWED TO REMAIN IN ITS CURRENT LOCATION AS INDICATED ON THIS PLAN.
- PAVING SHALL BE ALLOWED OVER DRAINAGE AND UTILITY EASEMENTS.

STORM DRAINAGE DETENTION FACILITY EASEMENT

DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONSTRUCTED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE DRAINAGE DETENTION FACILITY EASEMENT SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS ASSOCIATION IN THE PLAT OF NORMAN REGIONAL HEALTH SYSTEM PORTER CAMPUS ADDITION. HOWEVER, IF MAINTENANCE IS NEGLECTED OR SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES AND IS DETERMINED TO BE A HAZARD OR THREAT TO PUBLIC SAFETY BY THE CITY ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNER(S). OFFICIALS REPRESENTING THE PUBLIC WORKS DEPARTMENT, SHALL HAVE THE RIGHT TO ENTER UPON THE EASEMENT FOR PURPOSES OF PERIODIC INSPECTION AND/OR CORRECTIVE MAINTENANCE OF THE FACILITY. UPON RECEIVING WRITTEN APPROVAL FROM THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNER(S) MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE DETENTION FACILITY.

LOT	BLOCK	AREA (SQ. FT.)	AREA (ACRES)
1	1	174,821	4.01
2	1	180,257	3.68
3	1	109,988	2.53
4	1	94,047	2.16
5	1	84,585	1.94
6	1	75,303	1.73
1	2	283,862	6.52
2	2	79,436	1.82
3	2	113,800	2.61
ROW	PORTER AVE.	10,972	0.25
ROW	TBA STREET	90,722	2.08
TOTAL		1,277,585	29.33

CURVE #	RADIUS	LENGTH	DELTA	TANGENT	CHORD BEARING	CHORD LENGTH
C1	582.00'	152.12'	14°59'31"	76.49'	S 83°14'38" E	151.68'
C2	215.00'	392.20'	104°31'05"	277.77'	N 51°59'05" E	340.04'
C3	272.00'	425.90'	89°42'54"	270.65'	N 44°35'00" E	383.71'

OWNER / DEVELOPER: NORMAN REGIONAL HEALTH SYSTEM ("NRHS")
 NORMAN, OKLAHOMA

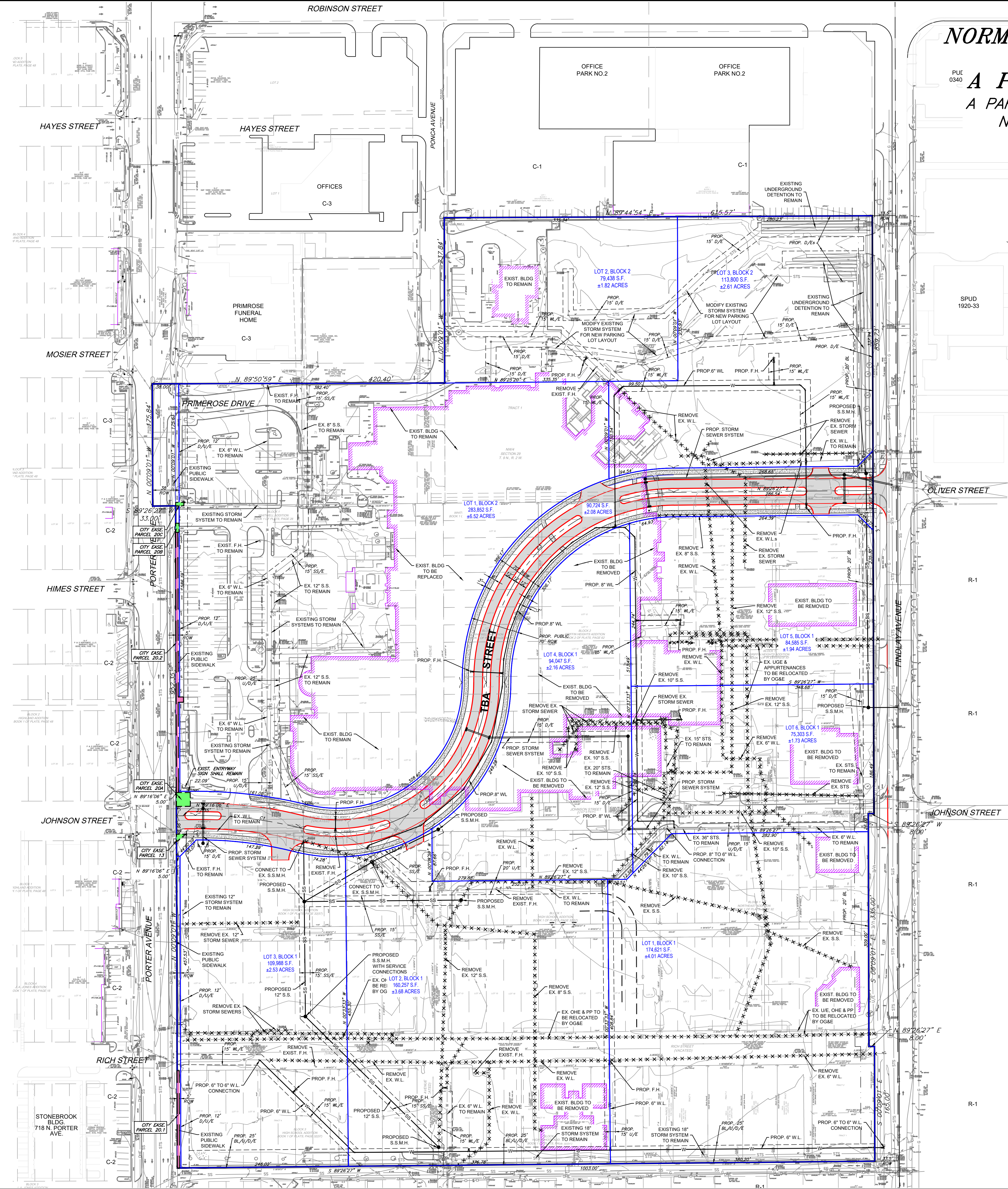
PREPARED BY: SMC CONSULTING ENGINEERS, P.C.
 815 W. MAIN ST.
 OKLAHOMA CITY, OKLAHOMA 73106
 (405) 232-7715

THE CITY OF NORMAN, OKLAHOMA
 a municipal corporation

SCALE: 1" = 60'

LEGEND

BL	BUILDING SETBACK LINE
LS	LANDSCAPE
UE	UTILITY EASEMENT
SS/E	SANITARY SEWER EASEMENT
W/E	WATER LINE EASEMENT
D/E	DRAINAGE EASEMENT
S.S.	SANITARY SEWER
W.L.	WATER LINE
F.H.	FIRE HYDRANT



NOT VALID FOR CONSTRUCTION
PRELIMINARY
 NOT FOR
 CONSTRUCTION
 UNLESS SHOWN IN THIS BLOCK

NORMAN REGIONAL HEALTH SYSTEM - PORTER CAMPUS
 PORTER AVENUE & ROBINSON STREET
 NORMAN, OKLAHOMA

SMC
 Consulting Engineers, P.C.
 815 W. MAIN ST.
 OKLAHOMA CITY, OKLAHOMA 73106
 (405) 232-7715
 www.smc-engineers.com

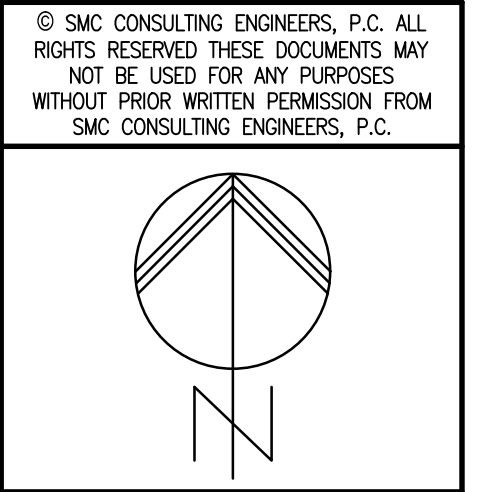
PROJECT NO: 6437.00
 DATE: FEBRUARY 3, 2021
 SCALE: 1" = 60'
 DRAWN BY: PWC
 ENGINEER: TRINICE A. HANES
 P.E. NUMBER: 16820

PRELIMINARY PLAT
 SHEET NO.
 PP1.00

EXHIBIT C
Preliminary Site Development Plan
Full Size Documents Submitted to City Staff

[Attached hereto]

PRELIMINARY SITE DEVELOPMENT PLAN
**NORMAN REGIONAL HEALTH SYSTEM
 PORTER CAMPUS**
A PLANNED UNIT DEVELOPMENT
 A PART OF THE N.E./4, SEC. 29, T9N, R2W, I.M.
 NORMAN, CLEVELAND COUNTY, OKLAHOMA



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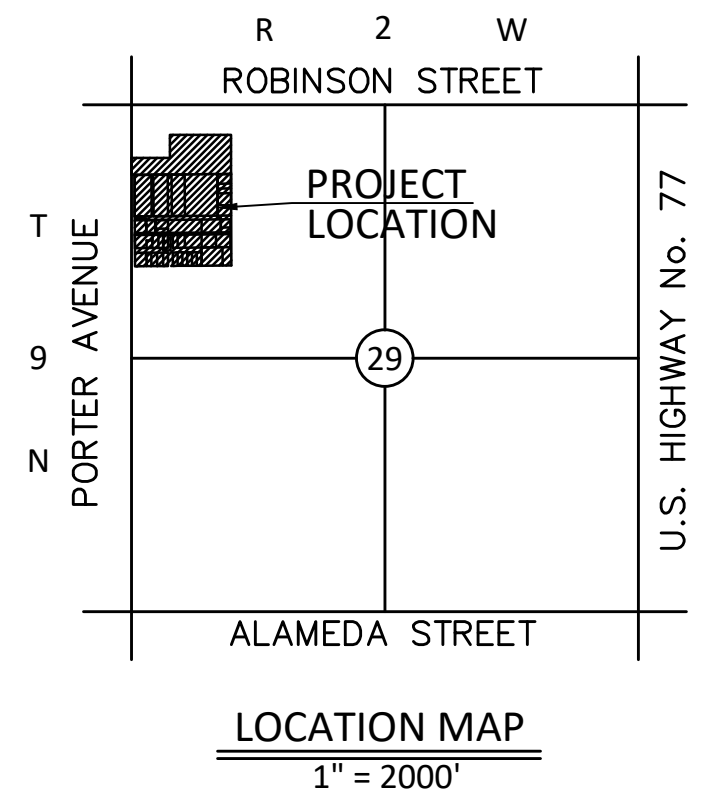
NOT VALID FOR CONSTRUCTION
**PRELIMINARY
 NOT FOR
 CONSTRUCTION**
 UNLESS SHOWN IN THIS BLOCK

NORMAN REGIONAL HEALTH SYSTEM -
 PORTER CAMPUS
 PORTER AVENUE & ROBINSON STREET
 NORMAN, OKLAHOMA

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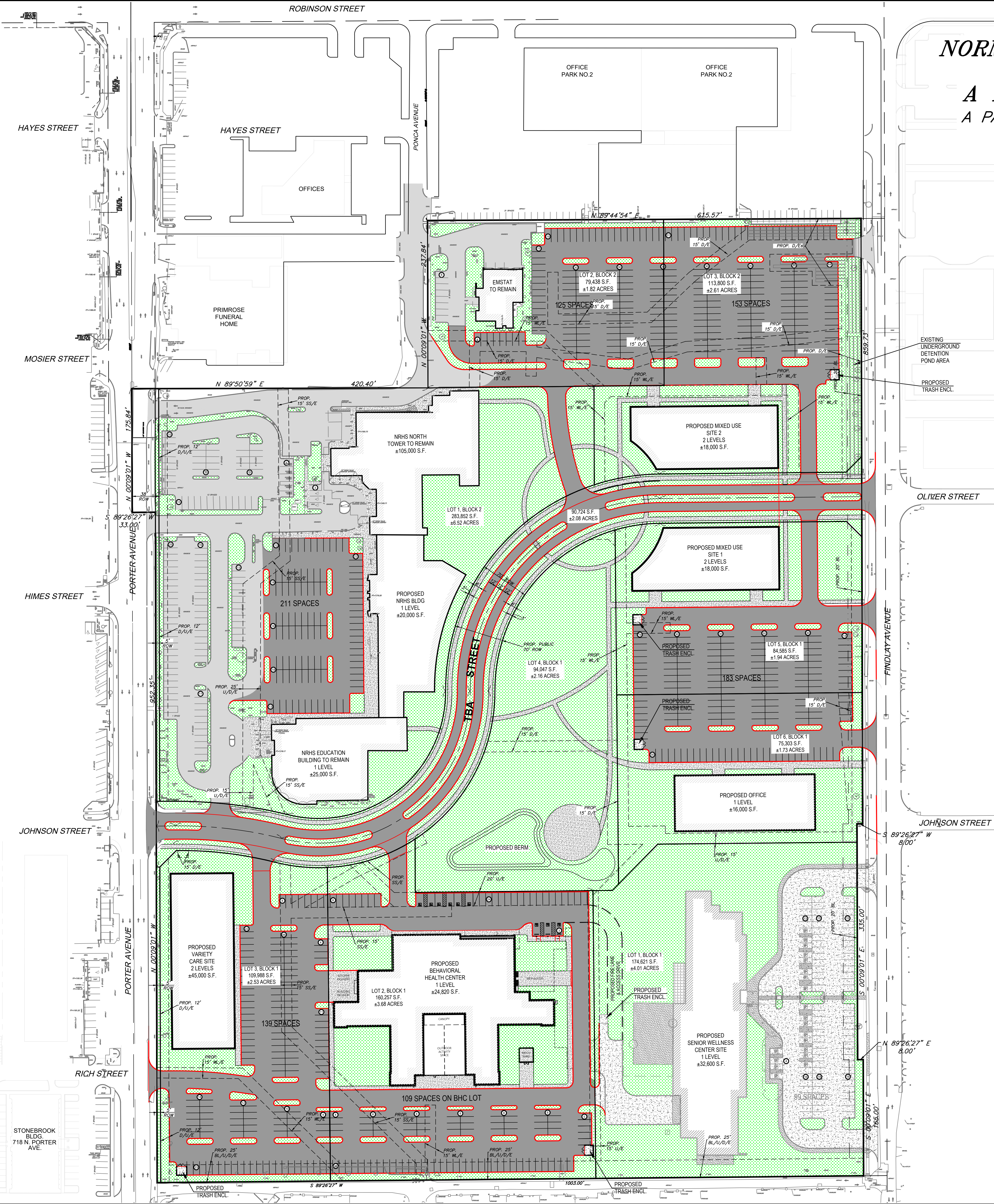
PROJECT NO: 6437.00
 DATE: DECEMBER 3, 2021
 SCALE: 1" = 60'
 DRAWN BY: PWC
 ENGINEER: TRINICE L. HAYNES
 P.E. NUMBER: 16820

PRELIMINARY SITE
 DEVELOPMENT PLAN
 SHEET NO.
PSD-01



LEGEND

BL	BUILDING SETBACK LINE
LS	LANDSCAPE
UE	UTILITY EASEMENT
SS/E	SANITARY SEWER EASEMENT
WL/E	WATER LINE EASEMENT
D/E	DRAINAGE EASEMENT
S.S.	SANITARY SEWER
W.L.	WATER LINE
F.H.	FIRE HYDRANT



LOT SUMMARY TABLE

LOT	BLOCK	AREA (SQ. FT.)	AREA (ACRES)
1	1	174,621	4.01
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2	2	79,436	1.82
3	2	113,800	2.61
ROW	PORTER AVE.	10,972	0.25
ROW	TBA STREET	90,722	2.08
TOTAL		1,277,585	29.33

OWNER / DEVELOPER
 NORMAN REGIONAL HOSPITAL AUTHORITY
 an Oklahoma public trust d/b/a
 NORMAN REGIONAL HEALTH SYSTEM ("NRHS")
 NORMAN, OKLAHOMA

PREPARED BY
 SMC CONSULTING ENGINEERS, P.C.
 815 W. MAIN ST.
 OKLAHOMA CITY, OKLAHOMA 73106
 (405) 232-7715

THE CITY OF NORMAN, OKLAHOMA
 a municipal corporation

SCALE: 1" = 60'

SMC CONSULTING ENGINEERS, P.C. 815 W. MAIN ST. NORMAN, OKLAHOMA 73106
 (405) 232-7715 FAX (405) 232-7939
 www.smc-engineers.com

EXHIBIT D
Allowable Uses

- Senior wellness center.
- Hospital.
- Behavioral health care
- High Impact Institutional Use.
- Office.
- Administrative or educational buildings.
- General medical uses, such as, but not limited to, variety care, temporary patient observation and short stay uses, laboratory, diagnostic image services, physician offices, EMSTAT, pharmacy, and other similar uses.
- Amusement enterprises.
- Bakery.
- Bus terminal.
- Carpenter and cabinet shop.
- Cleaning and dyeing works.
- Electric transmission station.
- Frozen food locker.
- Glass shop.
- Heating, ventilating or plumbing supplies, sales and service.
- Ice plant or storage house for ice and food housing not more than ten (10) tons capacity.
- Laundry.
- Music, radio or television shop.
- Outdoor advertising signs.
- Small animal hospital.
- Storage warehouse.
- Hotel.
- Art Gallery.
- Assembly Halls of non-profit corporations.
- Laboratories for research and testing where all work is housed in buildings.
- Libraries.
- Museums.
- Music Conservatories.
- Public and private schools and college with or without students in residence and dormitories associated therewith.
- Trade schools and schools for vocational training.
- Churches.
- Child Care Center.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Baby shop.

- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Clothing or apparel store.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Plant and/or Laundry Pick-up Station
- Dry goods store.
- Fabric or notion store.
- Florist.
- Furniture Store
- Gift Shop.
- Grocery or supermarket.
- Interior decorating store.
- Jewelry shop.
- Leathergoods shop.
- Messenger or telegraph service.
- Office business.
- Outdoor or indoor sport or recreation areas, including, but not limited to, courts for handball, racquet ball, tennis, basketball, or sports of a similar nature (lighted outdoor courts shall not to be operated later in the evening than 10:00 p.m. and lighting must be arranged to direct light away from any adjoining property in a residential district).
- Painting and decorating shop.
- Pet shop.
- Pharmacy.
- Photographer's studio.
- Radio and television sales and service.
- Restaurant. A restaurant may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Tailor shop.
- Theater (excluding drive-in theaters), including one that sells alcoholic beverages in compliance with state law.
- Toy store
- Emergency Medical Transportation Services.
- Municipal use, public buildings, and public utility.

- Senior living facilities, including but not limited to senior independent living, assisted living, and memory care facilities.
- Mixed use buildings with a combination of retail and residential units. The retail uses shall be on the ground floor and will feature general neighborhood-oriented retail uses, including but not limited to the following:
 - (1) Antique store
 - (2) Art gallery
 - (3) Bank (drive-through must be at side or rear of structure)
 - (4) Book store, music store
 - (5) Camera shop
 - (6) Candy, ice cream, or confection shop
 - (7) Catering business
 - (8) Clothing and apparel store
 - (9) Daycare facility (child or adult)
 - (10) Design Offices, including but not limited to Interior Decorator (including sales)
 - (11) Florist
 - (12) Food or drug stores (bakery, delicatessen, grocery, pharmacy)
 - (13) Health club or spa
 - (14) Indoor arcade, including electronic amusement
 - (15) Jewelry store
 - (16) Key shop
 - (17) Office use (including medical offices)
 - (18) Personal services
 - (19) Pet store
 - (20) Repair shop
 - (21) Shoe shop (including repair)
 - (22) Small electronic equipment (including sales and repair)
 - (23) Toy store
 - (24) Restaurants
 - (25) Studios and shops of artists and artisans (including sales)

Applicant: Norman Regional Hospital/City of Norman

Project Location: NRH Porter Campus Site

Case Number: PD21-39

Time: 6:30 p.m.

Applicant/Representative

Shawn Rieger
Troy Glover
John Manfred
Richie Splitt
Paula Price

Attendees

Danny Millsap
Randall Foster
Jerry Cos
Judy Hatfield
Alex Snoddy
Mark Cox

City Staff

Jane Hudson, Planning Director
Kathryn Walker, City Attorney
Jason Olsen, Parks Director

Application Summary

The applicant is requesting to rezone the NRH Porter Campus Site to a PUD, Planned Unit Development to allow for the development of a Mixed Use Development.

Neighbor's Comments/Concerns/Responses

What is the overall timeline?

Senior Center first, 12 – 13-month build

What is the plan for the hospital growth?

Rebuilding – future growth, there are no plans to vacate the site, we will be keeping the anchor educational facility and building around it.

Will there be a Phasing Plan/timeline?

Senior Center, Behavioral Medicine and simultaneously maybe Variety Care – done by 2023 – 2024.

When the services that are going to move to the West Campus are complete, the demolition of specific areas will begin, we are not demoing the educational facility. Once demo is complete, we will start the rebuild of the campus. The “S” curve street will not be constructed until approximately 75% of the campus site is complete.

The plan is to mimic the Porter Corridor design concept for the reconstruction of the campus.

File Attachments for Item:

12. Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-9, a Preliminary Plat submitted by Norman Regional Health System and the City of Norman (SMC Consulting Engineers, P.C.) for NORMAN REGIONAL HEALTH SYSTEM PORTER CAMPUS, a Planned Unit Development for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.



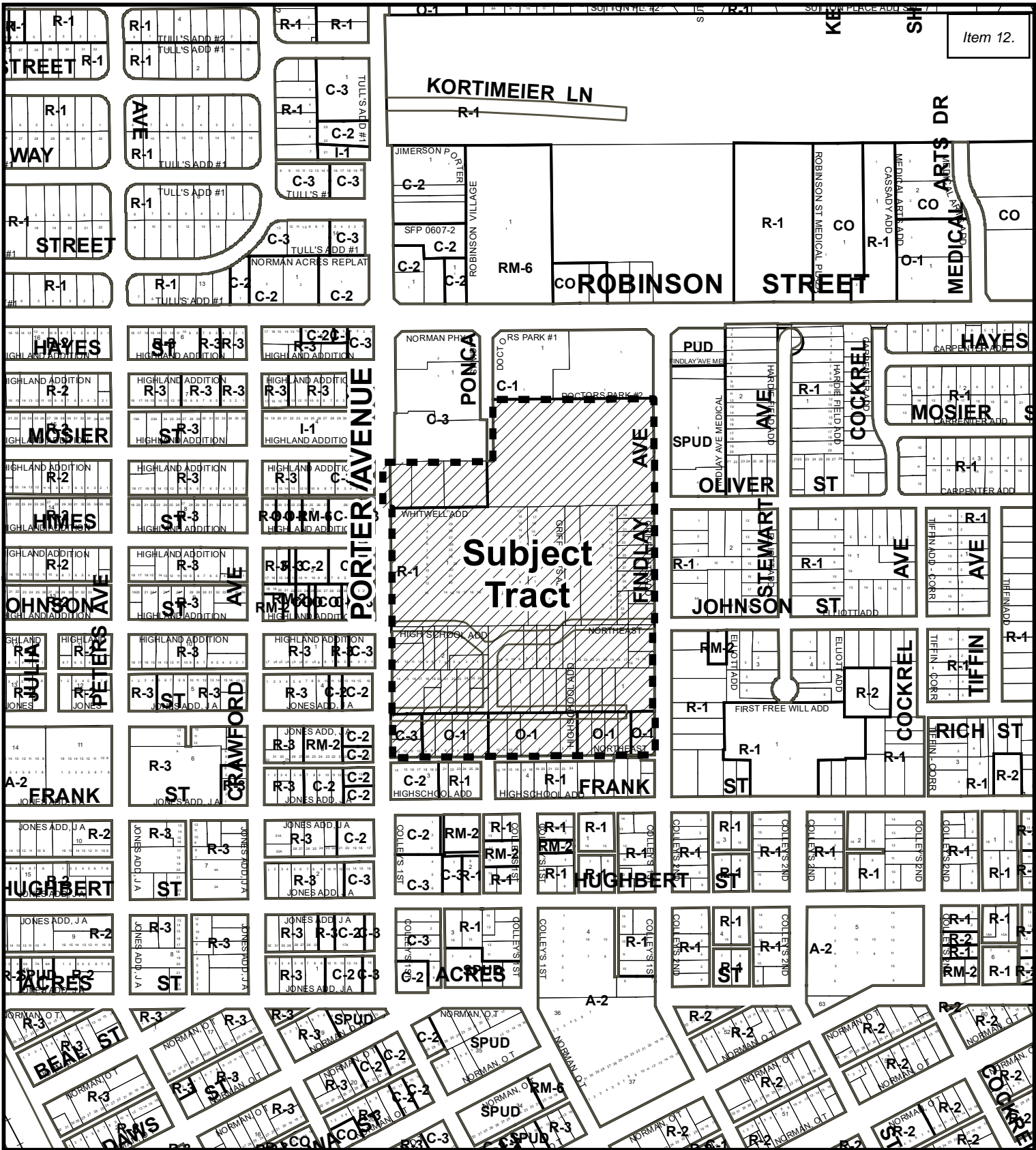
CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER: Norman Regional Hospital Authority, dba Norman Regional Health System and the City of Norman

PRESENTER: Ken Danner, Subdivision Development Manager

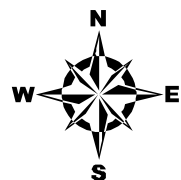
ITEM TITLE: Consideration of Approval, Acceptance, Rejection, Amendment, and/or Postponement of PP-2122-9, a Preliminary Plat submitted by Norman Regional Health System and the City of Norman (SMC Consulting Engineers, P.C.) for NORMAN REGIONAL HEALTH SYSTEM PORTER CAMPUS, a Planned Unit Development for approximately 29.3 acres of property generally located south of E. Robinson Street, west of N. Findlay Avenue, north of E. Frank Street, and east of N. Porter Avenue.



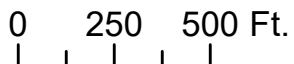
Location Map



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.



November 4, 2021



- Subject Tract
- Zoning

PRELIMINARY PLAT
PP-2122-9

ITEM NO. 12

STAFF REPORT**ITEM:** Consideration of a Preliminary Plat for **NORMAN REGIONAL HEALTH SYSTEM PORTER CAMPUS, A PLANNED UNIT DEVELOPMENT.****LOCATION:** Generally located 260' south of Robinson Street between Porter Avenue and Findlay Avenue.**INFORMATION:**

1. Owner. Norman Regional Health System and City of Norman.
2. Developer. Norman Regional Health System and City of Norman.
3. Engineer. SMC Consulting Engineers, P.C.

HISTORY:

1. July 1, 1909. The final plat for High School Addition was filed of record with the Cleveland County Clerk
2. May 20, 1913. City Council adopted Ordinance No. 209 annexing a portion of this property into the Norman Corporate City limits without zoning.
3. December 10, 1921. The final plat for Whitwell Addition was filed of record with the Cleveland County Clerk.
4. September 8, 1925. The final plat for Northeast Addition was filed of record with the Cleveland County Clerk.
5. March 28, 1939. The final plat for Griffin Heights Addition was filed of record with the Cleveland County Clerk.
6. October 13, 1942. City Council adopted Ordinance No. 627 annexing a portion of this property into the Norman Corporate City limits without zoning.
7. February 9, 1943. City Council adopted Ordinance No. 626 annexing a portion of this property into the Norman Corporate City limits without zoning.

HISTORY (CONT.)

8. July 13, 1954. City Council adopted Ordinance No. 884 placing this property in R-1, Single-Family Dwelling District and C-3, Intensive Commercial District.
9. February 24, 1959. City Council adopted Ordinance No. 1130 vacating certain easements in Griffin Heights Addition.
10. November 26, 1963. City Council adopted Ordinance No. 1594 vacating a portion of Ponca Avenue north of Johnson Street.
11. October 14, 1969. City Council adopted Ordinance No. 2232 closing and vacating Griffin Avenue north of Johnson Street.
12. January 12, 1988. City Council adopted Ordinance No. O-8788-25 closing Johnson Street between Porter Avenue and Findlay Avenue; Ponca Avenue between Johnson Street and Rich Street and the 20' right-of-way (alley) south of Johnson Street between Porter Avenue and Findlay Avenue.
13. August 12, 1999. Planning Commission, on a vote of 8-0, recommended to City Council that a portion of this property be placed in the O-1, Office-Institutional District and removed from R-1, Single-Family Dwelling District.
14. October 12, 1999. City Council adopted Ordinance No. O-9900-9 placing a portion of this property in the O-1, Office-Institutional District and removing it from R-1, Single-Family Dwelling District.
15. May 11, 2000. Planning Commission, on a vote of 7-0, recommended to City Council that a portion of this property be placed in the O-1, Office-Institutional District and removed from R-1, Single-Family Dwelling District.
16. June 13, 2000. City Council adopted Ordinance No. O-9900-52 placing a portion of this property in the O-1, Office-Institutional District and removing it from R-1, Single-Family Dwelling District.
17. June 13, 2000. City Council adopted Ordinance No. O-9900-53 closing a portion of Rich Street from Porter Avenue to 90-feet west of Findlay Avenue and a portion of Ponca Avenue from the south line of Rich Street south to the 20-foot right-of-way (alley), for a distance of 140-feet.
18. July 10, 2001. City Council adopted Ordinance No. O-0001-70 closing part of Ponca Avenue from a point beginning 432.35 feet north of Johnson Street thence running north for a distance of 175-feet.

HISTORY (CONT.)

19. November 14, 2002. Planning Commission, on a vote of 8-0, recommended to City Council that a portion of this property be placed in the O-1, Office-Institutional District and removed from R-1, Single-Family Dwelling District.
20. December 17, 2002. City Council adopted Ordinance No. O-0203-18 placing a portion of this property in the O-1, Office-Institutional District and removing it from R-1, Single-Family Dwelling District.
21. December 17, 2002. City Council adopted Ordinance No. O-0203-17 closing a portion of Rich Street from Findlay Avenue west for a distance of 90-feet.
22. December 9, 2021. The Norman Board of Parks Commissioners is scheduled to consider the preliminary plat for Norman Regional Health System Porter Campus, a Planned Unit Development. Results of that review will be presented separately.
23. December 9, 2021. The applicants have requested amending the NORMAN 2025 Land Use and Transportation Plan from Office Designation to Mixed Use Designation.
24. December 9, 2021. The applicants have requested placing this property in the PUD, Planned Unit Development and removing it from R-1, Single-Family Dwelling District, C-3, Intensive Commercial District and O-1, Office-Institutional District.
25. December 9, 2021. The applicants have requested closing various easements and rights-of-way within the property.

IMPROVEMENT PROGRAM:

1. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans.
2. Permanent Markers. Permanent markers will be installed prior to filing of the final plats.
3. Sanitary Sewers. Sanitary sewer mains will be installed in accordance with approved plans and City and State Department of Environmental Quality standards.
4. Sidewalks. Sidewalks will be constructed adjacent to all public streets.

5. Storm Sewers. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Storm water runoff will be conveyed to privately maintained detention facilities. With the overall proposal, there is less impervious cover than what is existing.
6. Streets. Porter Avenue is part of a City of Norman Streetscape Project. Findlay Avenue is existing. The new interior street will be constructed to City standards with final platting.
7. Water Mains. Water mains will be installed in accordance with approved plans and City and Department of Environmental Quality standards. There is an existing 12-inch water main adjacent to Porter Avenue. There is an existing 6-inch water main adjacent to Findlay Avenue. There is a proposed 8-inch water line adjacent to a new interior street.

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.
2. Rights-of-Way. All street rights-of-way will be dedicated to the City on the final plat.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary site development plan and preliminary plat are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The preliminary plat consists of 29+ acres and nine (9) lots. Lot 1, Block 1 is City of Norman Senior Wellness Center, Lot 2, Block 1 is a proposed BMS facility, Lot 3, Block 1 is a proposed Variety Care facility, Lot 4, Block 1 is a proposed Open Space, Lot 5, Block 1 is a proposed mixed-use facility and Lot 6, Block 1 is a proposed office building. Lot 1, Block 2, are existing medical facilities. Lot 2, Block 2 is the existing EMSTAT facility and Lot 3, Block 2 is a proposed mixed-use facility. Staff recommends approval of the preliminary plat for Norman Regional Health System Porter Campus, a Planned Unit Development.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for Norman Regional Health System Porter Campus, a Planned Unit Development to City Council subject to the approval of Resolution No. R-2122-57 and Ordinance No. O-2122-29.

ACTION TAKEN: _____



CITY OF NORMAN

Development Review Form

Transportation Impacts

DATE: December 2, 2021

STAFF REVIEW BY: Jami L. Short, P.E.
City Traffic Engineer

PROJECT NAME: NRHS Porter Campus PP **PROJECT TYPE:** Mixed Use PUD
Owner: Norman Regional Health Systems
Developer's Engineer: SMC
Developer's Traffic Engineer: TEC

SURROUNDING ENVIRONMENT (Streets, Developments)

Commercial development surrounds the development area with some low density residential further east and west and a medium density housing in the form of a senior living community among commercial development to the north.

ALLOWABLE ACCESS:

The site proposes ten total access points. Four access points are located along Porter Avenue, five will be along Findlay Avenue and one will be along Robinson Street. Locations of all access points meet the applicable requirements in the City's Engineering Design Criteria.

EXISTING STREET CHARACTERISTICS (Lanes, Speed Limits, Sight Distance, Medians)

Porter Avenue: 4 lanes (existing and future). Speed Limit - 30 mph. No sight distance problems. A striped median exists.

Robinson Street: 4 lanes (existing and future). Speed Limit - 35 mph. No sight distance problems. A two way left turn lane (TWLTL) exists.

Findlay Avenue: 2 lanes (existing and future). Speed Limit - 25 mph. No sight distance problems. No median.

ACCESS MANAGEMENT CODE COMPLIANCE: **YES** **NO**

Proposed number of access points for the development is in compliance with what is allowed in the subdivision regulations.

TRIP GENERATION

Time Period	Total	In	Out
Weekday	5,014	2,507	2,507
A.M. Peak Hour	518	417	101
P.M. Peak Hour	502	108	394

TRANSPORTATION IMPACT STUDY REQUIRED? **YES** **NO**

Being above the threshold for when a traffic impact study is required, Traffic Engineering Consultants, Inc., submitted a traffic impact study in November 2021. The development will feature ten total access points. Four access points are located along Porter Avenue, five will be along Findlay Avenue and one will be along Robinson Street. All connections to public roadways will afford full access.

While no negative traffic impacts are anticipated, however based on the traffic impact analysis there was an increase in delay at the signalized intersection of Robinson Street and Porter Avenue. This would cause the intersection to operate at an unacceptable level of service, therefore a modification to the eastbound Robinson Street approach to Porter Avenue, along with signal timing adjustments, is recommended with staff concurrence. The modification includes adding a right turn lane for the eastbound approach to turn south onto Porter Avenue. Traffic impact fees were calculated based on the cost estimate to construct the right turn lane and the number of trips the redevelopment will generate. The traffic impact fee was calculated to be \$64.50 per trip for a total of \$21,420. Traffic impact fees broken down separately for the NRHS portion of the development will be \$19,030 and the City of Norman Senior Wellness Center will be \$2,390. Traffic impact fees are due upon the filing of the Final Plat.

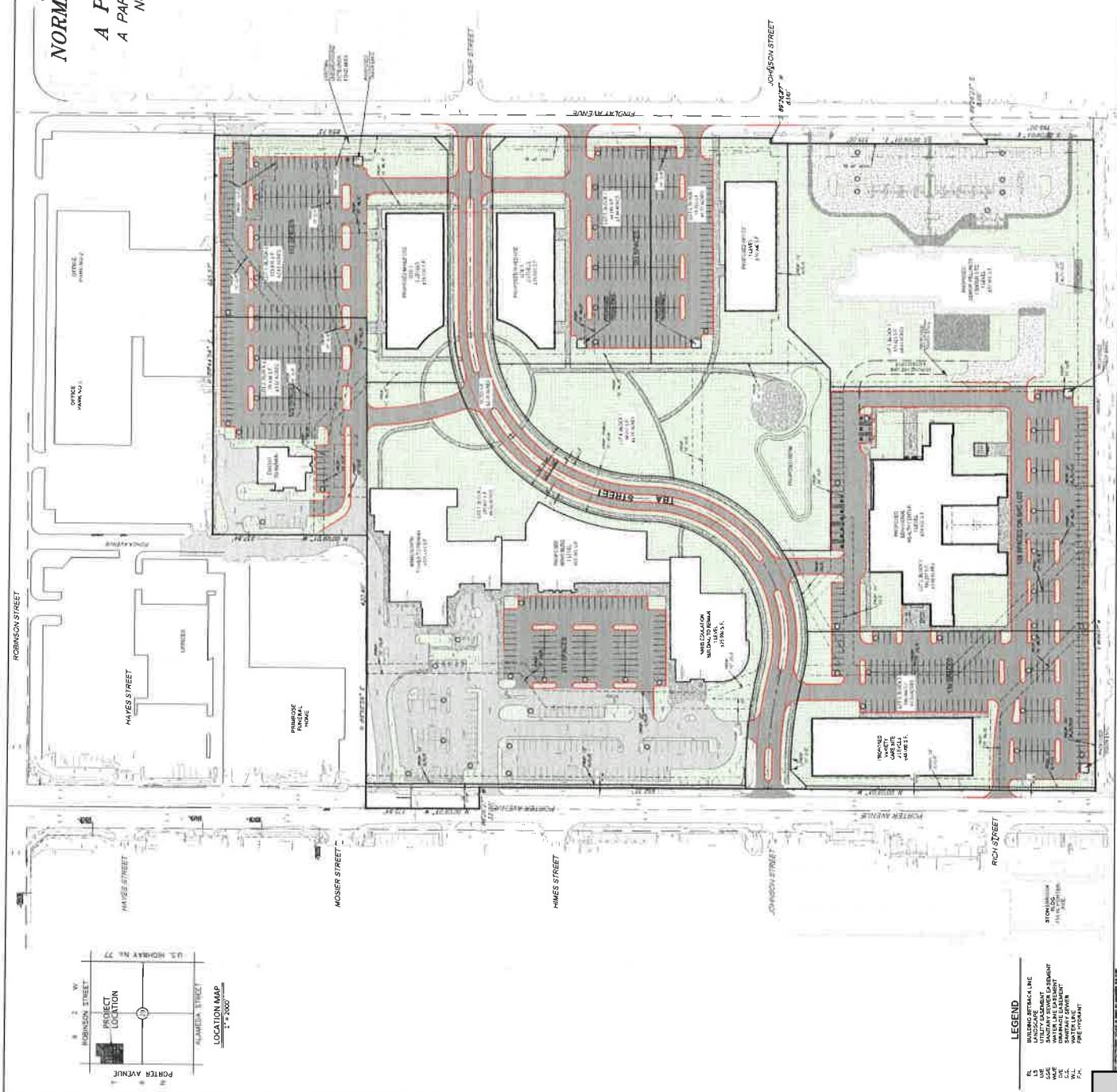
RECOMMENDATION: **APPROVAL** **DENIAL** **N/A** **STIPULATIONS**

Recommendations for Approval refer only to the transportation impact and do not constitute an endorsement from City Staff.

The proposed redevelopment of the existing NRHS which includes medical care facilities, educational facilities, and other commercial land uses are expected to generate approximately 5,014 trips per day, 518 AM peak hour trips, and 502 PM peak hour trips. Traffic capacities on Porter Avenue, Robinson Street, and Findlay Avenue, with improvements identified above, exceed the demand for existing and proposed trips as a result of this development.

PRELIMINARY SITE DEVELOPMENT PLAN
NORMAN REGIONAL HEALTH SYSTEM
PORTER CAMPUS
A PLANNED UNIT DEVELOPMENT
 A PART OF THE N.E./4, SEC. 29, T9N, R2W, I.M.
 NORMAN, CLEVELAND COUNTY, OKLAHOMA

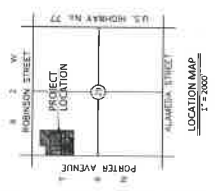
	NORMAN REGIONAL HEALTH SYSTEM - PORTER CAMPUS PORTER AVENUE & ROBINSON STREET NORMAN, OKLAHOMA	 SMC CONSULTING ENGINEERS P.C. 2105 OKLAHOMA CITY, OKLAHOMA (405) 232-7715	PRELIMINARY DEVELOPMENT PSD
	PRELIMINARY CONSTRUCTION	DIMMER / DEVELOPER NORMAN REGIONAL HEALTH SYSTEM NORMAN REGIONAL HEALTH SYSTEM (NHS) THE CITY OF NORMAN, OKLAHOMA 100 EAST UNIVERSITY	PREPARED BY SMC CONSULTING ENGINEERS P.C. NORMAN REGIONAL HEALTH SYSTEM NORMAN REGIONAL HEALTH SYSTEM (NHS) NORMAN, OKLAHOMA (405) 232-7715



LOT SUMMARY TABLE

LOT	BECK	AREA (SQ. FT.)	AREA (ACRS)
1	1	10,000	0.23
2	2	10,000	0.23
3	3	10,000	0.23
4	4	10,000	0.23
5	5	10,000	0.23
6	6	10,000	0.23
7	7	10,000	0.23
8	8	10,000	0.23
9	9	10,000	0.23
10	10	10,000	0.23
11	11	10,000	0.23
12	12	10,000	0.23
13	13	10,000	0.23
14	14	10,000	0.23
15	15	10,000	0.23
16	16	10,000	0.23
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24	24	10,000	0.23
25	25	10,000	0.23
26	26	10,000	0.23
27	27	10,000	0.23
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29	29	10,000	0.23
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42	42	10,000	0.23
43	43	10,000	0.23
44	44	10,000	0.23
45	45	10,000	0.23
46	46	10,000	0.23
47	47	10,000	0.23
48	48	10,000	0.23
49	49	10,000	0.23
50	50	10,000	0.23

- LEGEND**
- 1. BOUNDARY
 - 2. LOT
 - 3. DRIVEWAY
 - 4. DRIVEWAY
 - 5. DRIVEWAY
 - 6. DRIVEWAY
 - 7. DRIVEWAY
 - 8. DRIVEWAY
 - 9. DRIVEWAY
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 - 49. DRIVEWAY
 - 50. DRIVEWAY





Applicant: Norman Regional Hospital/City of Norman

Project Location: NRH Porter Campus Site

Case Number: PD21-39

Time: 6:30 p.m.

Applicant/Representative

Shawn Rieger
Troy Glover
John Manfred
Richie Splitt
Paula Price

Attendees

Danny Millsap
Randall Foster
Jerry Cos
Judy Hatfield
Alex Snoddy
Mark Cox

City Staff

Jane Hudson, Planning Director
Kathryn Walker, City Attorney
Jason Olsen, Parks Director

Application Summary

The applicant is requesting to rezone the NRH Porter Campus Site to a PUD, Planned Unit Development to allow for the development of a Mixed Use Development.

Neighbor’s Comments/Concerns/Responses

What is the overall timeline?

Senior Center first, 12 – 13-month build

What is the plan for the hospital growth?

Rebuilding – future growth, there are no plans to vacate the site, we will be keeping the anchor educational facility and building around it.

Will there be a Phasing Plan/timeline?

Senior Center, Behavioral Medicine and simultaneously maybe Variety Care – done by 2023 – 2024.

When the services that are going to move to the West Campus are complete, the demolition of specific areas will begin, we are not demoing the educational facility. Once demo is complete, we will start the rebuild of the campus. The “S” curve street will not be constructed until approximately 75% of the campus site is complete.

The plan is to mimic the Porter Corridor design concept for the reconstruction of the campus.

File Attachments for Item:

13. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-30 for Norman Regional Health System and the City of Norman request vacation and closure of certain public interests in an alley, a portion of Ponca Avenue, and a portion of Griffin Avenue.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

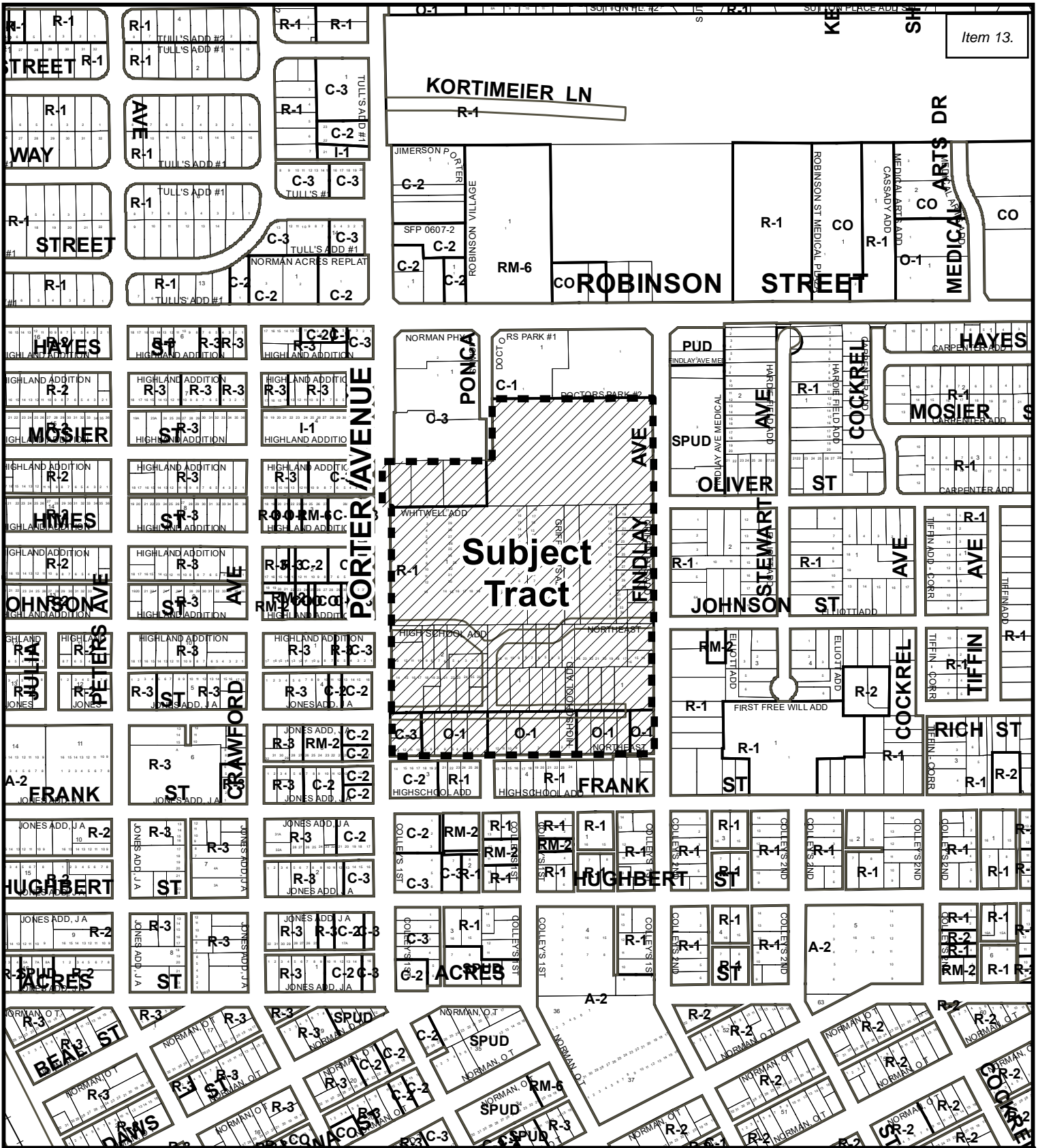
REQUESTER: Norman Regional Hospital Authority, dba Norman Regional Health System and the City of Norman

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-30 for Norman Regional Health System and the City of Norman request vacation and closure of certain public interests in an alley, a portion of Ponca Avenue, and a portion of Griffin Avenue.

ACTION NEEDED:

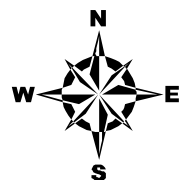
Recommend adoption, rejection, amendment, or postponement of Resolution No. R-2122-57, Ordinance No. O-2122-29, PP-2122-9, and Ordinance No. O-2122-30 to City Council.



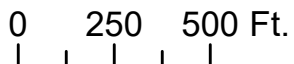
Location Map



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.



November 4, 2021



- Subject Tract
- Zoning

Planning Commission Agenda
December 9, 2021

ORDINANCE NO. O-2122-30

ITEM NO. 13

STAFF REPORT

GENERAL INFORMATION

Norman Regional Health System & City of Norman

REQUESTED ACTION

Closure of rights-of-way within the property owned by the Norman Regional Health System and City of Norman.

BACKGROUND: Various easements and rights-of-way were dedicated over the years with the filing of final plats for High School Addition, Whitwell Addition, Northeast Addition and Griffin Heights Addition. Over the years, several rights-of-way and easements have been vacated by City Council.

DISCUSSION: The applicants representatives have made a request to close certain rights-of-way for this proposed development. Franchised utilities were not notified to assess the impact on their facilities if the right-of-way is closed because the Norman Regional Health System and City of Norman will provide utility easements to cover existing or proposed utilities with future final platting.

At this time, the request is for closure of the rights-of-way used for alley and streets that will be in conflict with the overall proposal.

RECOMMENDATION: Staff recommends approval of the request to close the twenty-foot (20') right-of-way used for alley purposes subject to the above comments.

ACTION NEEDED: Recommend approval or disapproval of the request to close the specific rights-of-way as described in Ordinance No. O-2122-30 to City Council.

ACTION TAKEN: _____



DATE: November 1, 2021

TO: Kathryn Walker, City Attorney
 Chris Mattingly, Director of Utilities
 Ken Danner, Subdivision Manager
 Rone Tromble, Administrative Technician IV
 Jane Hudson, Director of Planning and Community Development

FROM: Brenda Hall, City Clerk *BH*

SUBJECT: Request to Vacate/Close Public Easement

I am in receipt of a request to vacate and close an easement for property located in a portion of Ponca Avenue and Griffin Avenue for Norman Regional Health System Porter Campus.

In accordance with Resolution No. R-8182-66, I am forwarding the request, legal description, and certified ownership list to your office and requesting that your office send notice to the furnished list of property owners and have the necessary ordinance prepared. If further action is needed from my office, please notify me.

BH:smr
 attachments

office memorandum



November 1, 2021

Ms. Brenda Hall
 City Clerk
 City of Norman
 201 West Gray
 Norman, OK 73069

RE: Vacation & Closure of Public Interest

Dear Ms. Hall,

We submit this request to vacate and close certain public interests in an alley, a portion of Ponca Avenue, and a portion of Griffin Avenue, as more particularly described in the attached application. The Norman Regional Hospital Authority, an Oklahoma Public Trust d/b/a Norman Regional Health System ("NRHS") and the City of Norman, as co-applicants, seek to redevelop the existing NRHS Porter Campus. The applicants are requesting to rezone and preliminary plat the property and the existing alleyway and rights-of-way are incompatible with the applicants' proposed design. Therefore, pursuant to 11 O.S. § 42-101 et seq., we submit this application on behalf of the applicants.

In addition to this request, we hereby submit the filing fee and a certified ownership list reflecting the property owners within 350 feet of the Porter Campus. Please let us know if you need any additional information from us in order to place this item on the agenda for Planning Commission and City Council consideration. Thank you very much for your assistance and cooperation.

Respectfully Submitted,
RIEGER LAW GROUP PLLC

FILED IN THE OFFICE
 OF THE CITY CLERK
 ON 11-1-21


SEAN PAUL RIEGER
 Attorney ■ Architect ■ Broker

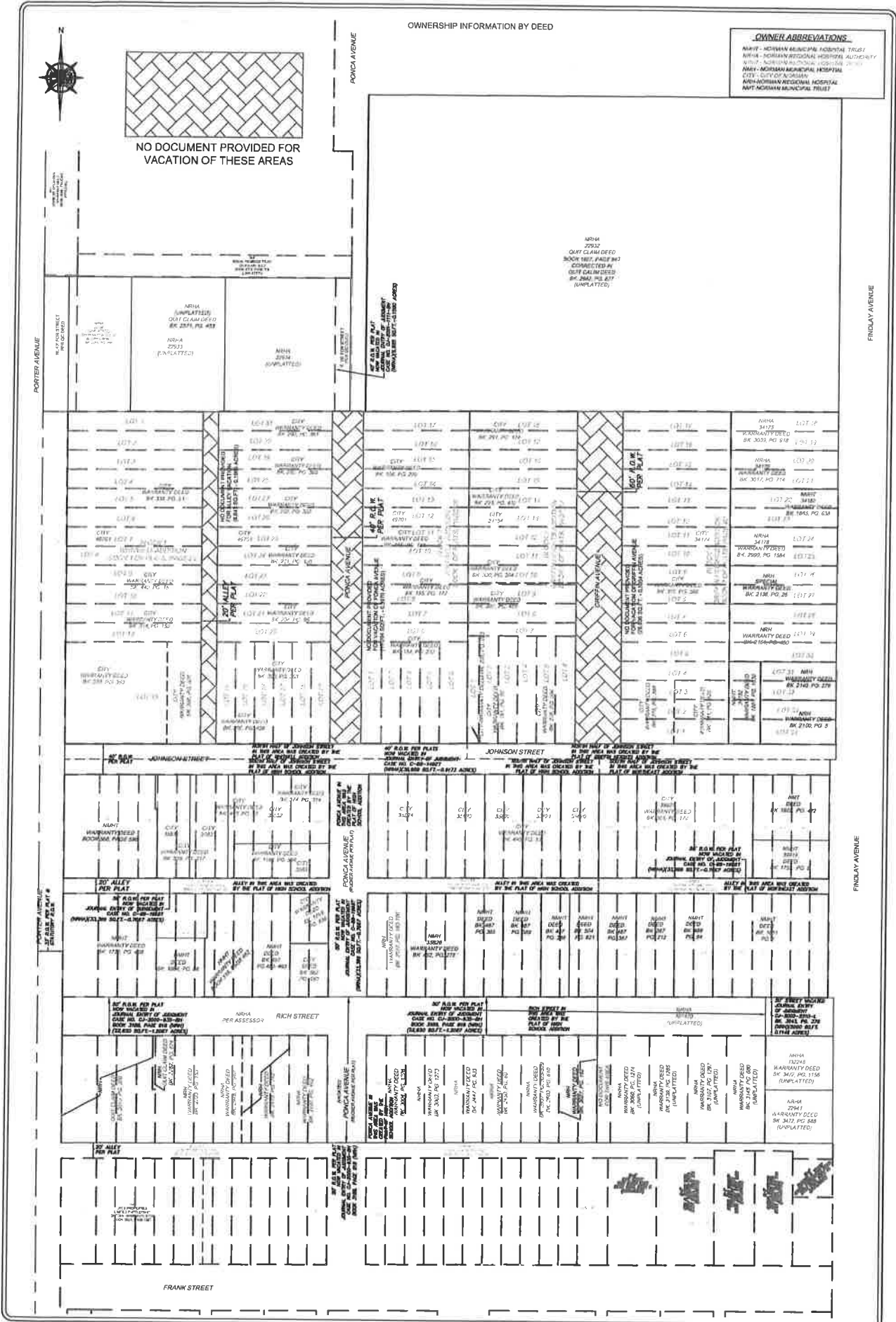
Sean Paul Rieger
 Attorney ■ Architect ■ Broker

Daniel L. Sadler
 Attorney at Law

Gunner B. Joyce
 Attorney at Law

Keith A. Barrett
 Attorney at Law

Kendra D. Streeter
 Attorney at Law



File Attachments for Item:

14. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-58 – A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING THE HISTORIC PRESERVATION GUIDELINES TO BE USED BY THE NORMAN HISTORIC DISTRICT COMMISSION IN REVIEWING PROPOSED ADDITIONS, ALTERATIONS, AND DEMOLITIONS TO STRUCTURES LOCATED IN THE HISTORIC DISTRICTS.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER:

PRESENTER: Anais Starr, Planner II

ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Resolution No. R-2122-58 – A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING THE HISTORIC PRESERVATION GUIDELINES TO BE USED BY THE NORMAN HISTORIC DISTRICT COMMISSION IN REVIEWING PROPOSED ADDITIONS, ALTERATIONS, AND DEMOLITIONS TO STRUCTURES LOCATED IN THE HISTORIC DISTRICTS.

ACTION NEEDED:

Recommend adoption, rejection, amendment, or postponement of Resolution No. R-2122-58 to City Council.

RESOLUTION NO. R-2122-58

ITEM NO. 14

STAFF REPORT

ITEM: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING THE HISTORIC PRESERVATION GUIDELINES TO BE USED BY THE NORMAN HISTORIC DISTRICT COMMISSION IN REVIEWING PROPOSED ADDITIONS, ALTERATIONS, AND DEMOLITIONS TO STRUCTURES LOCATED IN THE HISTORIC DISTRICTS.

BACKGROUND:

After more than 10 years of use, the Historic District Commission found both the 2008 Preservation Guidelines and 2009 Historic Preservation Handbook were in need of revisions. The following areas were identified as needing to be addressed: corrections of errors and omissions; development of new layout for the handbook resulting in a user-friendly document for citizens, Commission and staff; incorporation of the Southridge District; expansion of proposed work approvable by Administrative Bypass review and the creation of standards for those Bypass items; clarification of routine maintenance and repair items; creation of guidelines addressing energy efficiency requests (windows and solar); and revisions to the guidelines for parking, windows, doors and additions.

The City Council on August 12, 2008 adopted by resolution a set of Historic Preservation Guidelines. The newly adopted Preservation Guidelines were then incorporated by staff into a Historic Preservation Handbook in March of 2009. The Handbook was developed to assist Historic District property owners with best practices in maintaining and renovating their historic properties along with providing the required Historic Preservation Guidelines that must be followed. Copies of the Handbook were distributed to every property owner in the Chautauqua and Miller Historic Districts. Since that time, staff has been tracking potential revisions needed to the 2008 Historic Preservation Guidelines and the 2009 Historic Preservation Handbook.

In July of 2018, the Historic District Commission initiated the update of the 2008 Historic Preservation Guidelines and 2009 Preservation Handbook by forming the Historic Preservation Guideline Update Subcommittee. A copy of identified revisions tracked for both documents over the years by staff was used as a beginning point for discussions. The Subcommittee met twice in-person and then continued reviewing the Handbook virtually until December of 2018.

The Subcommittee's review process resulted in a list of corrections to be used as a guide to a future revision process by a consultant. Items identified by the Subcommittee included: the clarification of design guidelines for garages, particularly the size, height and materials; the addition of a door replacement process; window replacement clarification; coordination of demolition guidelines with criteria listed in the Historic District Ordinance; the need for more information on alternative materials and solar panels; as well as minor corrections such as typos. See Exhibit A.

On July 9, 2019, the Council accepted Certified Local Government grant funds through a contract with the State Historic Preservation Office. As part of that grant acceptance, the City appropriated matching funds for the professional services of a consultant to update the City of Norman Historic Preservation Guidelines and Handbook. A Request for Proposals for professional services was issued September 24, 2019.

A contract between the City of Norman and Mainstreet Architects, Inc., out of San Antonio, TX, was signed on November 19, 2019 for the update of the Historic Preservation Guidelines and Handbook. A kick-off meeting was held on December 9, 2019 with the consultant to provide an opportunity for the Historic District Commission to discuss desired revisions. The Commission highlighted particular issues of concern, including: materials, garages, parking, additions, windows, energy efficiency aspects, the lack of historical information regarding Southridge Historic District, graphics of appropriate architectural elements and concepts, were all identified as elements that needed to be revised.

The consultant used both the Subcommittee's list of identified corrections and the Commission input as a starting point for revisions to the Historic Preservation Guidelines and Handbook. The consultant met again with the Historic District Commission on January 27, 2020 to review an outline of proposed changes. In February of that year the Coronavirus Pandemic struck and the revision process slowed. The contract with the consultant was extended to provide additional time to complete the revisions.

The consultant presented a proposed Draft Historic Preservation Guideline and Handbook at the October 5, 2020 Historic District Commission Workshop. The Draft Guidelines and Handbook included revisions to the following sections: materials, additions, garages, energy efficiency, and background information on Southridge. The consultant also added graphic illustrations of appropriate architectural elements for the various house styles. The Commission gave feedback at this meeting and the consultant incorporated those revisions, delivering a final copy of the Historic Preservation Guidelines and Handbook in November of 2020. See Exhibit B.

In January of 2021, staff prepared the Draft Historic Preservation Guidelines for the Historic District Commission's consideration and recommendation for adoption to the City Council. The Historic Preservation Handbook document is not part of this adoption process, as the contents are not regulatory. Once the Draft Historic Preservation Guidelines are adopted they will be incorporated into a revised Historic Preservation Handbook at a later date.

The Draft Historic Preservation Guidelines prepared by staff, were discussed by the Historic District Commission at three public Historic District Commission Workshops held on March 2, April 5, and May 3, 2021. Further refinements were made at these Workshops regarding the garage, addition, accessory structures, and windows sections by the Commission with staff's assistance, resulting in the 2021 Draft Historic Preservation Guidelines.

The 2021 Draft Historic Preservation Guidelines were posted to the City of Norman website in late June. At the same time, postcards were mailed to every property owner in the three designated Historic Districts inviting them to make comments at two Historic Preservation Guidelines Public Input Meetings to be held in July.

The Historic Preservation Guidelines Public Input Meetings were held on July 19 and July 26, 2021 in the City Council Chambers. Staff presented a summary of revisions to the Historic Preservation Guidelines at both meetings and citizens provided feedback and comments. Twelve citizens attended the July 19 meeting with three of them providing comments. At the

July 26, meeting, there were six citizens in attendance with two of them providing comments. In addition, staff received emailed comments or in-person comments from three other citizens. A summary of the comments are attached as Exhibit C.

At the August 2, 2021 Historic District Commission Meeting, public comments were reviewed and/or incorporated into the Guidelines. A recommendation for adoption of the 2021 Draft Historic Preservation Guidelines as presented in Exhibit D was made at this meeting. An annotated version of the 2021 Historic Preservation Guidelines is also provided in Exhibit E.

With the completion of the 2021 Draft Historic District Guidelines, staff revised the Historic District section of the Zoning Ordinance to incorporate proposed Historic Preservation Guidelines. The 2021 Draft Historic District Ordinance will be presented in a separate agenda item.

DISCUSSION:

The Historic District Commission over the course of the last year and half beginning with the consultant kick-off meeting in December of 2019 and ending with recommendation for adoption of the Draft Historic Preservation Guidelines Historic District Commission Meeting in August, has worked in a public process to revise the Historic Preservation Guidelines.

Additionally, to ensure adequate public feedback, as previously described, the Commission sponsored two public input meetings to allow residents of the Chautauqua, Miller and Southridge Historic Districts, an opportunity to provide feedback on the 2021 Draft Historic Preservation Guidelines. With the completion of the public revision process the Historic District Commission forwards the Draft Historic Preservation Guidelines for consideration and adoption.

Below staff provides a summation of the proposed revisions found in the 2021 Draft Historic Preservation Guidelines.

SUMMARY OF REVISIONS TO THE HISTORIC PRESERVATION GUIDELINES

1. The following work items were made eligible for approval for a Certificate of Appropriateness through the Administrative Bypass process by city staff:
 - a. Garden and accessory structures less than 400 sq. ft. in rear yard
 - b. Storm shelters less than 120 sq. ft. in rear yard
 - c. Parking/concrete areas less than 400 sq. ft. in rear yard
 - d. Walk ways in rear yard
 - e. Swimming pools in rear yard
 - f. Garage door replacement either with wood or wood composite door
 - g. Front & side yard fences less than 4' – clarified the criteria to be met
 - h. Rear yard fences less than 6'- clarified the criteria to be met
 - i. National Register of Historic Places plaque – limited to 2 sq ft.
 - j. Removal of non-historic siding to reveal historic siding
 - k. Solar panels and solar tubes on the rear of house
 - l. Solar racks less than 120 sq. ft.
 - m. Window replacement – clarified criteria to be met
 - n. Storm windows & doors and screens
 - o. Fabric awnings
 - p. Front doors
 - q. Screening of rear porches
 - r. Rear balconies or porches less than 120 sq. ft.

- s. Replacement of steps in-kind while allowing for reconfiguration of steps to building codes
 - t. Replacement of concrete porch flooring in-kind
 - u. Accessibility ramps and handrails
 - v. Decks less than 300 sq. ft. that are located on the rear of the structure
 - w. Demolition or relocation of accessory structure less than 120 sq. ft.
2. A majority of the revisions were made in the following sections of the Historic Preservation Guidelines:
- a. Garages:
 - i. Garages capped at 575 sq. ft. or 50% of the principal structure, whichever is smaller;
 - ii. Cumulative sq. ft. of garage(s) can be no larger than foot print of house
 - iii. Maximum of 2 garages per property;
 - iv. Allows the use of cement fiberboard when visibility is limited.
 - b. Accessory structures:
 - i. Accessory structures was divided into three separate sections with separate design guidelines for each:
 - 1. Accessory Structures 120 – 400 sq. ft.;
 - 2. Secondary Structures 400 sq. ft. or larger, this includes such structures as art studios & garage apartments;
 - 3. Garages.
 - c. Windows and Doors:
 - i. Window and doors were separated into two sections, each with their own design guidelines;
 - ii. Clarified when deteriorated windows are allowed to be replaced – must be more than 50% deteriorated;
 - iii. Clarified appropriate replacement materials.
 - d. Fences:
 - i. Removed fence palette as it was not being used;
 - ii. Allowed for chain link in rear yard.
 - e. Energy efficiency:
 - i. Guidelines added for such items as solar panels and solar racks;
 - f. Material Sections:
 - i. 4050 Additional sections were added for stucco, masonry, metal and cement fiberboard.

CONCLUSION:

Staff presents Resolution No. R-2122-58 to Planning Commission for discussion and consideration.

Exhibits:

Exhibit A - 2018 Historic Preservation Update Subcommittee List of Revisions
 Exhibit B – 2020 Draft Historic Preservation Handbook & Guidelines
 Exhibit C - 2021 Summary of Public Comments on Revised HP Guidelines
 Exhibit D - 2021 Historic Preservation Guidelines Clean
 Exhibit E - 2021 Annotated Historic Preservation Guidelines
 Exhibit F – August 4, 2021 Historic District Commission Minutes

Section	Page	Guideline	Note/Change	Committee Member
2.1	23	2.1.1	Edit: Needs more clarity	Cameron Brewer
2.1	23		Add: Matching language for potential tree ordinance/historic trees (caliper minimum)	Cameron Brewer
2.3	26	2.3.5	Add: Address alternate materials (including required setback to be eligible for use)	Cameron Brewer
2.3	26	2.3.5	Add: Maximum Garage Footprint (Idea: Proportional to home footprint?)	Cameron Brewer
2.3	26	All	Edit: Needs more clarity re: new build vs rehab	Cameron Brewer
2.3	26	All	Add: Graphical palette of accepted garage door styles (similar to fences on p. 32)	Cameron Brewer
2.3	26	2.3.5	Edit: Remove "traditional" in front of "height" or add more definitive language	Cameron Brewer
2.3	26	2.3.2	Edit: Remove "according to pertinent guidelines" - redundant	Cameron Brewer
2.3	26	2.3.3	Edit: "consider compatible substitute materials" - needs more clarity	Cameron Brewer
2.4	28		Add: Off-street parking/rear yard/side yard parking	Cameron Brewer
2.4	29	2.4.5	Add: "Single" in front of "Driveway Approaches"	Cameron Brewer
2.4	29	2.4.6	Edit: "unless demonstrated as historically present" to "unless there is historic documentation"	Cameron Brewer
2.4	29		Add: Guideline regarding second drive (e.g. existing driveway in front, but add paving in back)	Cameron Brewer
3.1	39		Edit: First two bullet points are duplicated	Emily Wilkins
3.1	39		Edit: Remove comma after "on" in third bullet	Emily Wilkins
3.1	39	3.1.7	Add: other materials?	Emily Wilkins
3.2	40		Edit: In first paragraph load-bearing should have a hyphen	Emily Wilkins
3.2	41		Edit: In the lead section the referenced URL no longer exists	Emily Wilkins
3.2	42	3.2.4	Add: or not original to this historic structure	Emily Wilkins
3.3	43/44		Edit: Repointing is duplicated on pages 43 & 44	Emily Wilkins
3.3	44		Edit: 2 periods at the end of final paragraph	Emily Wilkins
3.3	45	3.3.6	Edit: color not controlled	Emily Wilkins
3.3	45	3.3.7	etc.	Emily Wilkins
3.4	46		Edit: Under maintenance "repairing" should be "repair"	Emily Wilkins
3.5	56	3.5.9	Edit: add phrase "deteriorated beyond repair" at end	Glen R
3.5	65	3.5.10	Edit: May be approved by admin. bypass	Glen R
3.5	53	3.5.11	Edit Remove "50%"	Glen R
3.5	53	3.5.11	Omission: address issue of windows and doors	Glen R
3.5	53	3.5.12	Add: "where not visible from front row	Glen R
3.5	53	3.5.13	Add: "conform to historic material, style, shape, and location"	Glen R
3.5	52	3.5.1	Edit: comma after WINDOWS	Glen R
3.5	52	3.5.3	Omission: applies to front doors only	Glen R
3.5	52	3.5.4	Omission: does this include the rear of the house? Second floor	Glen R
3.5	52	3.5.5	Omission: does this apply to all doors?"	Glen R
3.5	52	3.5.7	Edit: include door in heading	Glen R
3.5	52	3.5.7	Omission: specify wood doors and windows	Glen R
3.5	52	3.5.7	Omission: oor details only	Glen R
3.5	52	3.5.7	Add: storm windows and doors approved by Admin. bypass	Glen R
3.6	56	3.6.8	Add: Specify this applies to front facade	Glen R
3.6	56		Add: new guideline on hand rails	Glen R
3.6	56		Add: new guideline on floor decking	Glen R
3.6	56		Add: guideline on floor decking on porches	Glen R
3.6	56		Add: new guideline on wood decking added to concrete	Glen R
3.6	53	3.6.11	Omission: allow approval admin. bypass	Glen R
3.8	59		Edit: Use of word "should" v. "may" throughout section	Lee Hall
3.8	59		Edit: Satellite Dishes - Clarify when COA or Administrative Bypass is needed	Lee Hall
3.8	59		Edit: Mechanical - Is a COA or Administrative Bypass needed?	Lee Hall
3.9	60		Edit: Storm Windows - Move section on storm windows to Windows section	Lee Hall
3.9	60		Edit: Storm Windows - Consider rewriting storm window section as standards	Lee Hall
3.9	61		Edit: Window Awnings - In conflict with 3.5.13	Lee Hall
3.9	61		Edit: Window Awnings - Move to 3.5.13 and incorporate	Lee Hall
3.9	61		Add: Solar Panels - develop guidelines and standards	Lee Hall
3.9	61		Add: Solar Panels - Rear facing	Lee Hall
3.9	61		Add: Solar Panels - Do not permanently alter roof and/or structure	Lee Hall
3.9	61		Add: Consider other energy efficient issues that are not currently included	Lee Hall
3.10	63	3.10.1	Edit: Security bars - Move to Windows section	Lee Hall
3.10	63	3.10.2	Edit: Ramps - Develop standards to be met by Administrative Bypass	Lee Hall
3.10	63	3.10.2	Add: Ramps - Include rear or side location in standards for Administrative Bypass	Lee Hall
3.10	63	3.10.2	Edit: Ramps - Remove "May Be" in first sentence and second sentence	Lee Hall
3.10	63	3.10.2	Edit: Ramps - Consider adding other approved materials in addition to wood.	Lee Hall
3.10	63	3.10.3	Edit: Lifts - Remove "a Certificate of Appropriateness"	Lee Hall
3.10	63	3.10.3	Add: Lifts - Insert "review by Historic District Commission" at end of sentence	Lee Hall
3.10	63	3.10.4	Add: Safety Aids - Approve by Administrative Bypass	Lee Hall
3.10	63	3.10.5	Edit: Modify doorways - COA for front door only?	Lee Hall
3.10	63	3.10.5	Edit: Modify doorways - Administrative bypass for rear door or entry?	Lee Hall
4.1	66		Add: From side caption. What alternative deck materials?	Taber H.
4.1	66		Edit: Remove "undesirable" when referencing removal architectural elements & mature trees	Taber H.
4.1	67		Edit: Make side caption into guidelines/standards	Taber H.
4.2	69		Edit: More direct wording entire section	Taber H.
4.2	69	4.2.2	Edit: Clarity, ie additions limited to rear 50% of home	Taber H.
4.2	69	4.2.2	Edit: Remove unclear wording, "Generally considered inappropriate"	Taber H.
4.2	69	4.2.4	Edit: Mature trees retained with reference to additions	Taber H.
4.2	69	4.2.5	Edit: Remove "inappropriate", make direct/clear what can/cant be done and penalties	Taber H.
4.2	69	4.2.6	Edit: Move to new structures or garage section	Taber H.
4.2	69	Caption	Edit: make into guideline or as new paragraph to 4.2.3	Taber H.
4.2	69	Caption	Edit: Possible restriction to rear 50% of home for roofline alterations	Taber H.
4.3	72		Edit: Add "secondary" to headline	Taber H.
4.3	72	4.3.4	Edit: Size restrictions to secondary structures	Taber H.
4.3	72	4.3.4	Add: Historic or traditional side/rear setbacks for new primary or secondary infill	Taber H.
4.3	72	4.3.4	Add: Diagram consistent setbacks & Same porportion of lot filled by new structure as others	Taber H.
4.3	72	4.3.4	Add: New structure to be of sam time period. avoid false historic appearance	Taber H.
5.2	76		Edit: Where is 90 day postponement for demolition mentioned in guidelines	Jim G
5.2	76		Add: Does demolition regulation include non-conforming structures?	Jim G
5.2	76		Add: demolition definition should be included in definition section	Jim G
5.2	77		Add: discussion of demolition of accessory structures, such as garages	Jim G
5.2	77		Add: discuss sties that will remain vacant	Jim G

Committee Member	Section Assignment
Cameron	2.1-2.4
Anne	2.5-2.8
Emily	3.1-3.4
Glen	3.5-3.7
Lee	3.8-3.10
Taber	4.1-4.3
Jim	5.1-5.2

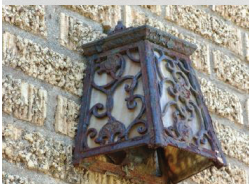
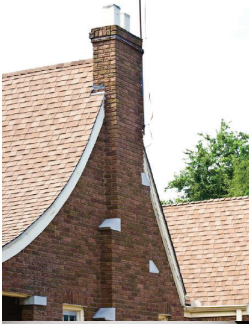
Comment

- p. 60, 62, 63 - Use of text boxes??? Format in a different way
- p. 60 - Instead of use of text box, create bibliography of relevant articles.
- p.62 - Instead of use of text box, create resource guide.

Committee Member

- Lee Hall
- Lee Hall
- Lee Hall

HISTORIC PRESERVATION STANDARDS AND GUIDELINES NORMAN HISTORIC DISTRICTS



CITY OF NORMAN, OKLAHOMA
2020

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Historic Preservation Standards and Guidelines Norman, Oklahoma

A Publication of the Norman Historic District Commission

This printed document represents the City of Norman Historic District Standards and Guidelines (also known as “the Standards and Guidelines”) as adopted by the City of Norman City Council on _____ with an effective date of _____. The Standards and Guidelines may be revised from time to time. The most current version of the Standards and Guidelines is available from The City of Norman through the City Clerk’s Office.

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SECTION 1

INTRODUCTION

1.1 Purpose of the Design Guidelines

By authority of the Norman Code of Ordinances, sec. 429.3, Historic District Commission approval via a Certificate of Appropriateness is required for all new construction, structural alterations to the exterior of an existing structure, and demolition within a historic district.

1. Preserve and Maintain the Character

These Standards and Guidelines are intended to preserve and maintain the character of the historic buildings in Norman. They reinforce and protect the important features of the historic districts and define those visual elements which are common to each district as well as the qualities unique to this community.

2. Preserve Integrity and Enhance Value

This document will help preserve the integrity of historic buildings and enhance the value of the historic district for the private investor, residents and owners, and the community as a whole. Changes to an individual building should not be considered in isolation. Modifications affect the block as a whole and must have the broad interest of the community in mind.

3. Limited to Exterior Site

The Standards and Guidelines do not address the use of the building or its interior. Only the exterior portions, which includes new construction, additions, and rehabilitation of the building, must comply with the guidelines set forth.

4. Look at the Building's Original Use

These Standards and Guidelines must be applied to a building based on its original use and construction. For example, although a former residence may currently be used as an office, it is still subject to the standards and guidelines appropriate to a residential building.

These Standards and Guidelines are designed to assist everyone with a stake in preserving Norman's Historic Districts. They are an essential tool in helping the Historic District Commission fulfill its mission to preserve, protect, and educate the public through the application of consistent standards and guidelines.

Who Is This Document For?

This handbook is intended to assist property owners in planning projects which will alter the exterior of their property and therefore impact the overall character and integrity of the historic districts. For property owners, residents, and contractors, the Standards and Guidelines provide clear guidance in planning projects that are sympathetic to the special character of Norman's designated Historic Districts.

For Historic District Commissioners and city staff, the Standards and Guidelines offer guidelines by which to evaluate proposed changes to historic structures.

Why Historic Preservation Matters to Norman

Historic preservation is vitally important to the Norman community — now more than ever. Historic buildings embody a distinctive form of our city's architecture that will never again be duplicated, and these buildings and their surroundings add an irreplaceable component to the character and personality of Norman. The architecture of our neighborhoods shapes our sense of place and our feelings about where we live. This is what makes the neighborhoods worthy of protection.

The Mission of Norman's Historic District Commission

The Norman Historic District Commission serves as the City Council's official historic preservation body to identify, protect, and educate the public about Norman's historic resources.

1.2 How to Use This Document

Whether the proposed work to the building is a small repair or a major renovation or addition, it is important to consult pertinent Standards and Guidelines for guidance on your project.

These Standards and Guidelines will be used by the City of Norman to provide an objective basis for the decisions of the Historic District Commission and staff.

This document is laid out in five general characteristics of a historic property. Each characteristic is then divided into architectural features of that characteristic.

Each section contains the following items:

- **History and Development** addresses about the origin and evolution of the discussed feature.
- The **Policy** statement is the guiding principle by which the Standards and Guidelines have been established.
- **Things to Consider** addresses particular conditions that may affect your approach to a new project.
- **Maintenance and Recommendations** help guide you in preserving character defining features in your property.
- The **Standards for Administrative Bypass** are used by the Historic Preservation Officer to help determine if a Certificate of Appropriateness (COA) can be granted without Historic District Commission review.
- **Guidelines** are the specific rules used by the Commission to determine if a project is eligible to receive a Certificate of Appropriateness (COA). The use of guidelines enables the Commission to make consistent, policy-based decisions that will protect the city’s historic resources for years to come.
- For the purpose of clarification, all **Guidelines** and **Standards** in this handbook are italicized.

The Standards and Guidelines specifically look at the following design elements:

Height	Rhythm of entrance and/or porch projection
Proportion of building’s front façade	Relationship of materials and texture
Proportion of openings within the facility	Roof shapes
Rhythm of solids to voids in front façades	Walls of continuity
Rhythm of spacing of buildings on streets	Scale of building
	Site and Setting

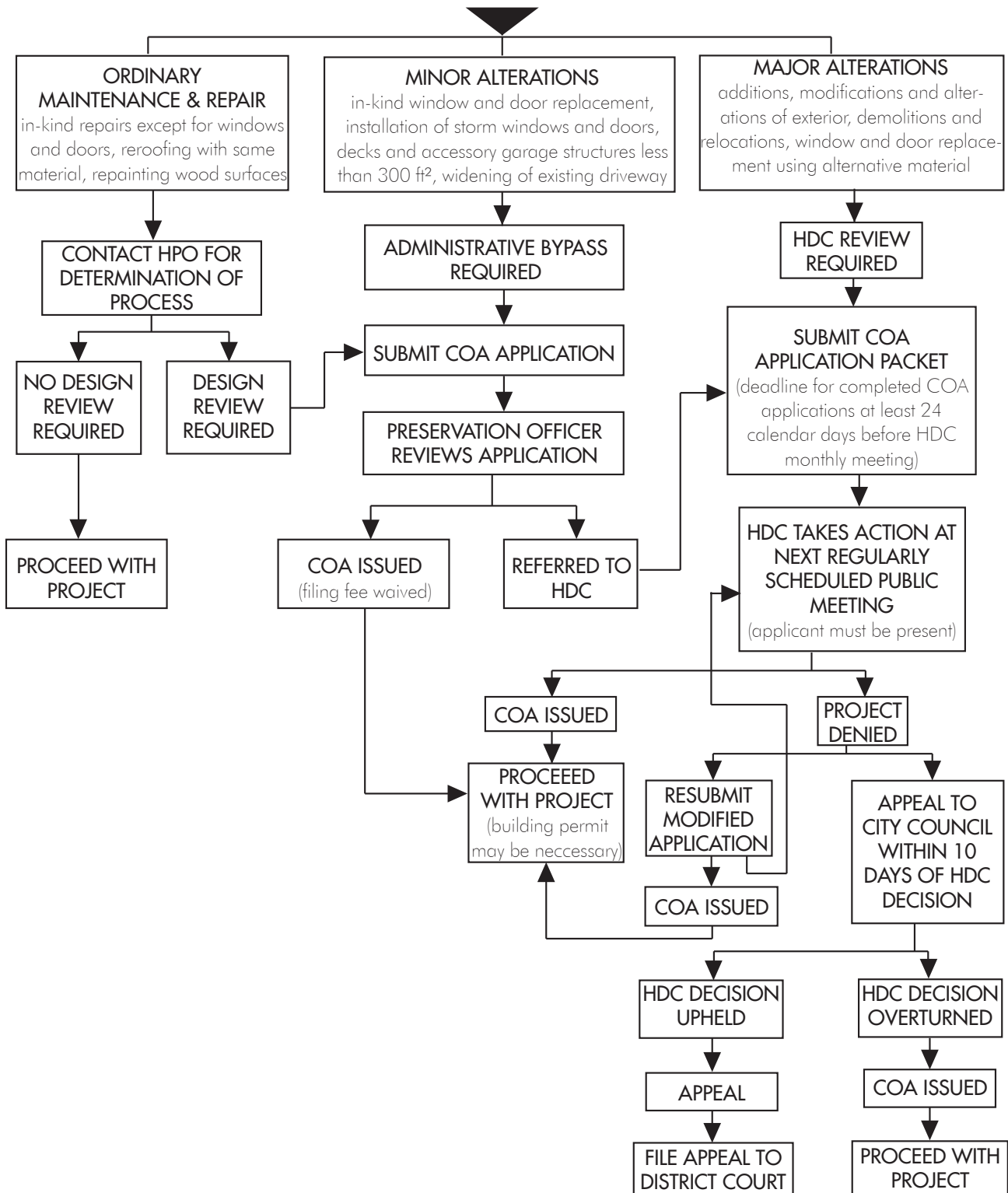
1.3 Frequently Used Terms

Throughout this handbook a number of terms are frequently used to reflect the design principles that the Historic District Commission will consider when making decisions.

- **Appropriate:** Rehabilitation and new construction actions especially suitable or compatible with the design standards and guidelines.
- **Character:** Attributes, qualities and features that make up and distinguish a particular place or development and give such place a sense of definition, purpose and uniqueness.
- **COA:** A Certificate of Appropriateness is required before undertaking any construction, structural alteration, or demolition within a Historic District.
- **Compatible/Compatibility:** The characteristics of different uses, activities, materials, and design that permit them to be located near each other in a visual harmony and without conflict.
- **Contributing Resource:** A historic building or site that retains the essential architectural integrity of its original design or condition.
- **Guidelines:** Criteria that must be used by the Historic District Commission in reviewing proposed construction, structural alteration, or demolition and ensuring development appropriate to the historic house and neighborhood.
- **Like-for-Like:** Use of the same or similar materials to the original or existing materials. Also called “in-kind.”
- **Mass:** The overall bulk, size, volume, or magnitude of a structure.
- **Preservation:** The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation or stabilization of sites, buildings, districts, structures, or objects significant to the heritage of the people of Norman.
- **Proportion:** The relative physical sizes within and between buildings and building components.
- **Recommended:** Suggested but not mandatory actions outlined in the design guidelines.
- **Rehabilitation:** The act or process of making possible a compatible use for a property through repair, alterations, and additions, while preserving those portions or features which convey its historic, cultural, or architectural values.
- **Scale:** The harmonious proportion of parts of a building, structure, or monument to one another and to the human figure.
- **Significant (Characteristics of Historical or Architectural Resources):** Those characteristics that are important to, or expressive of, the historical, architectural or cultural quality and integrity of the resource and its setting; and includes, but is not limited to, building material, detail, height, mass, proportion, rhythm, scale, setback, setting, shape, street accessories and workmanship.
- **Standards:** Criteria that must be met to have work approved by administrative bypass

1.4 Does My Project Require a Certificate of Appropriateness?

DOES MY PROJECT REQUIRE A CERTIFICATE OF APPROPRIATENESS?



1.5 Administrative Bypass

Certain specific project requests for alterations to the exterior of a property or site may be issued a Certificate of Appropriateness approvable through a process known as Administrative Bypass.

Each section of the *Historic Preservation Standards and Guidelines* contains a set of Standards for projects approvable through the Administrative Bypass process.

Applying for Certificate of Appropriateness by Administrative Bypass:

In order to obtain a Certificate of Appropriateness by Administrative Bypass, an application form and support documentation that sufficiently describes the proposed work must be submitted to staff prior to commencement of work.

Support documents that may be required by staff to allow for a complete review include the following:

- Sketches
- Photographs
- Floor plans
- Site plans
- Elevation drawings
- Trees preservation plan
- Material lists
- Material samples
- And/or other means of adequately describing the work proposed.

Staff will make a determination of the support documents required for a complete review. There is not an application fee for a Certificate of Appropriateness by Administrative Bypass. There is not a deadline; however, it takes 5-7 days to process a request. Therefore, applicants should submit in a timely manner to ensure issuance prior to the desired installation date of the proposed work.

If Administrative Bypass is denied by the Historic Preservation Officer, or authorized designee, the applicant shall have the right to appear before the Historic District Commission at its next regularly scheduled meeting time for formal action regarding approval or denial of the Certificate of Appropriateness.

Any person aggrieved by the decision of the Historic District Commission regarding a Certificate of Appropriateness may seek relief through the appeal process listed in Section 429.3(10) Appeals of the Zoning Ordinance.

Any person, firm or corporation who violates the provisions listed in the Historic Preservation Standards and Guidelines Book, will be prosecuted per Section 429.3(11) Penalty of the Zoning Ordinance.

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SECTION
2

PRESERVATION
BASICS

2.1 Introduction to the Standards

1. The Secretary of the Interior is responsible for establishing standards for all programs under departmental authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility the Secretary of the Interior's Standards for the Treatment of Historic Properties have been developed to guide work undertaken on historic properties; there are separate standards for preservation, rehabilitation, restoration, and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall treatment standards and address the most prevalent treatment. "Rehabilitation" is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

2. Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties supported by the Historic Preservation Fund grant-in-aid program, the Standards have been widely used over the years—particularly to determine if a rehabilitation project qualifies as a Certified Rehabilitation for Federal Historic Preservation Tax Incentives. In addition, the Standards have guided federal agencies in carrying out their responsibilities for properties in federal ownership or control and state and local officials in reviewing both federal and non-federal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

3. The intent of the Standards is to assist in the long-term preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes and occupancy and include the exterior and the interior of the buildings. They also encompass the building's site and environment, including landscape features, as well as attached, adjacent or related new construction. To be certified for federal tax purposes, a rehabilitation project must be determined by the Secretary of the Interior to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.

4. As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques or introducing insulation that may damage historic fabric. Any of these treatments will likely result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material and detailing of the historic structure to the extent that they compromise its historic character will also fail to meet the Standards.

For more information about the *Secretary of the Interior's Standards for Rehabilitation* visit the National Park Service's Technical Preservation Service website found at www.nps.gov/tps

The primary goal of Technical Preservation Services is to publish state-of-the-art information that conveys to the public responsible methods of caring for historic buildings.

2.2 Secretary of the Interior Standards for Rehabilitation

Both the Historic District Ordinance and the guidelines portion of the *Norman Historic Preservation Handbook* include *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (US Department of the Interior/National Park Service, Heritage Preservation Services, Revised 1990).

- 1. Make Minimal Changes.** *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
- 2. Retain Historic Character.** *The historic character of a property shall be retained and preserved. The removal of historical materials or alterations of features and spaces that characterize a property shall be avoided.*
- 3. Avoid False Historical Impressions.** *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
- 4. Acknowledge Changes Over Time.** *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- 5. Preserve Distinctive Features.** *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*
- 6. Repair Rather Than Replace.** *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
- 7. Avoid Harsh Treatments.** *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
- 8. Protect Archaeological Resources.** *Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
- 9. Make Compatible Additions.** *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- 10. Preserve Original Integrity.** *New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

Projects must meet Secretary of the Interior's Standards in addition to other sections.

2.3 Priority Planning for Historic Buildings

Know what you have

1. Identify the building type and style, its components, and parts associated with the style. Respect the type and style.
2. Identify the characteristics associated with that style and with the building.

Review the work you want or need to do

1. Will the proposed work impact the appearance of the building?
2. Is the proposed work compatible with the style and character of the building?
3. Will the proposed work take away characteristics that are important to the building?
4. Does the proposed work impact the surrounding buildings?

Before You Start, Where To Start?

1. Address life safety issues first. Then think bottom (foundation), top (roof), then middle (body of building).
2. Evaluate the overall condition of all aspects of the building to determine appropriate priorities for maintenance and other desired work to the building.
3. Prioritize those activities that will extend the life of the building such as repairs to the roof, foundation, window repairs, and repairs to exterior siding. For example, a new coat of paint for the front of the building will not do much to extend the building's life if the roof is leaking badly.

Getting To Work

1. Retain and repair as much of the original building material and detailing as possible.
2. If a historic feature is beyond repair, replace it to match the original in materials and dimensions.
3. Determine the overall quantity of material to be repaired or replaced and plan to repair only that material. If one window is beyond repair, there is no need to replace all windows in the building.
4. If compromises must be made with regard to budget and existing conditions, focus on what will extend the life of the building, look at what is most visible from the street and what has the most impact on the overall streetscape.
5. Contact the city's Historic Preservation Office for help at (405) 366-5392.

Look at the glossary for terms that may not be familiar.

2.4 Recommendations for Maintenance of Historic Buildings

All buildings require maintenance. It is generally more cost effective to maintain a historic building and repair limited areas of damage as they occur than it is to defer maintenance and have to wholly replace damaged materials and features.

The following are recommendations for maintaining historic buildings:

- 1. Inspect regularly.** Inspect features and surfaces regularly for signs of moisture damage, air infiltration, rust, paint failure, vegetation, structural damage or settlement, corrosion, and fungal or insect infestation.
- 2. Cleaning.** Historic buildings should be cleaned using the gentlest means possible, which typically includes water and soft bristle brushes.
- 3. Do not pressure wash.** Sandblasting and high-pressure washing can cause irreparable damage to historic building materials and are not advisable.
- 4. Chemical cleaners.** Chemical cleaners must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the historic materials.
- 5. Drainage.** Regularly clean roof drains, gutters and downspouts of trash and leaves, and inspect for good drainage. Install splash blocks or extenders where necessary for proper drainage away from the building.
- 6. Roofs.** Regularly inspect the roof for leaks and patch them immediately. Leaks commonly occur where the roof and wall meet and where roof penetrations are present.
- 7. Windows and doors.** Regularly inspect windows and doors and conduct cyclical maintenance. Historic wood windows were constructed so the damaged wood elements could be repaired without requiring that the entire window be replaced. Damaged wood components should be repaired or replaced as appropriate.
- 8. Glass.** Any damaged or missing glazing putty should be replaced, and the window should be painted to ensure long term preservation. Wash windows and replace broken or missing glass.
- 9. Shutters, canopies, and awnings.** Regularly inspect shutter, canopy and awning attachments and anchors, and replace worn or damaged materials when necessary.
- 10. Repainting.** Repaint wood and metal building components to protect them from deterioration.
- 11. Signs.** Keep signs freshly painted and securely anchored on commercial buildings.



Maintain historic buildings by repairing limited areas of damage rather than the whole building.



Wood windows should be repaired and not replaced with aluminum frame windows.



Broken glass should be replaced, and features such as canopies should be replaced where they existed originally.



Historic materials should be maintained or replaced in-kind.

2.5 Restoring Previously Modified Buildings

A building usually has a time period when it is considered most important, or its “period of significance.” Period of significance is a time when a property is associated with important events, activities, or persons, or other characteristics which qualify it for National Register listing. Period of significance usually begins with the date when important activities or events began giving the property its historic significance; this is often a date of construction. (Source: National Park Service)

Buildings tend to be modified and modernized over time as a way of “keeping up with the times” and through maintaining a building by replacing deteriorated materials. Replacement materials may or may not have been compatible with the original design and, if not, may have negatively impacted the historic appearance of the building. However, some additions and modifications may be historically significant or part of the “period of significance” for a building.

Consider restoring a building to its original appearance when appropriate. This will enhance the building and the surrounding district. Refer to historic photographs to determine the historic appearance of the building. If clear evidence of previous details exists, use these clues to return the building or detail to its original appearance.

Restoration measures should not be undertaken if the historic appearance of the building cannot be determined. Do not create a false history.

Recommendations

The following restoration measures are recommended for buildings for which appropriate historical documentation exists:

1. Porches are one of the most modified elements of a house. Restore a porch to its original design.
2. Consider raising the porch to its original height if previously covered. Replace the columns if missing or modified. Reconstruct a previously removed porch and restore an enclosed porch.
3. Remove non-historic, synthetic siding that has been applied over the original siding. Siding changes the character of the house and can cause deterioration of any wood siding retained behind the new material. Non-original siding frequently covers original detail.
4. Depending on the condition of the underlying historic material, removal of any non-historic siding may require in-kind replacement of the historic siding.
5. When windows have been removed and replaced with windows of a different material and proportion, consider replacing them with windows to match the original in material, proportion, configuration, and operation.
6. Retain or restore original roof pitch.



Restoration of a commercial building to its original appearance.



Walch-Kirk home in 1912, built in 1903, located at 606 Chautauqua Ave.



Walch-Kirk home today.

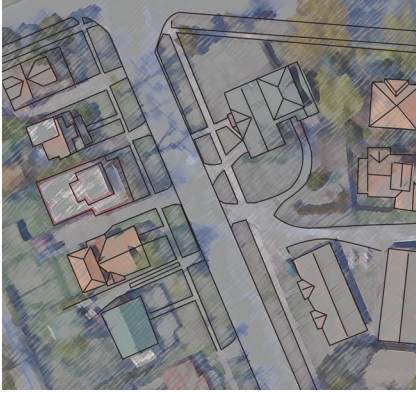
2.6 Differences Between the Historic Districts

Chautauqua Historic District:

- Built between 1903-1940.
- Tree lined neighborhood with stately residences that reflect the status of the university deans and faculty and other prominent individuals who helped shape early development of the city.
- Its development was tied closely to the development of the city.
- Architecturally, Chautauqua is very eclectic. Bungalows are prominently represented, but Tudor Revival and Minimal Traditional are also quite prevalent.
- The district also includes fine examples of Prairie, Colonial Revival, Spanish Eclectic, Neoclassical Revival, and even one example of Queen Anne.
- More than 70% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
- Many houses in this district have a shared driveway.
- Very few houses have an attached garage or carport to the side of the house.
- Houses do not have a consistent setback from the street.
- All streets in this district have parkways and sidewalks on both sides of streets, and paved walkways that lead from the sidewalk to the front door.



Aerial view of a section of Chautauqua Historic District on South Lahoma Avenue and West Boyd Street.



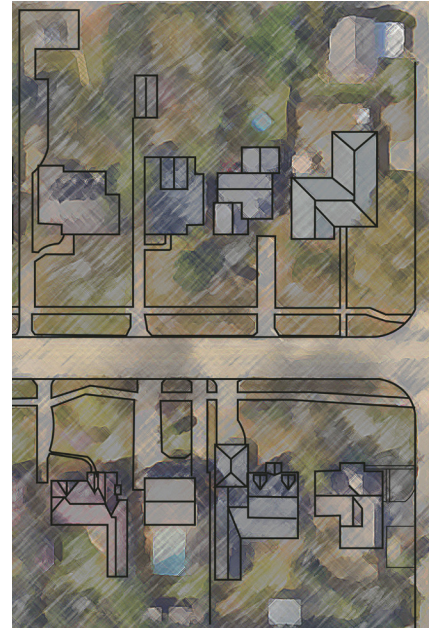
Aerial view of a section of Miller Historic District on Miller Avenue and Castro Street.

Miller Historic District:

- Built between 1910-1938.
- This district does not have as many trees lining the streets as Chautauqua and Southridge.
- It began to fully develop after WWI as an exclusive neighborhood for university faculty and Norman business leaders.
- Nearly half the structures are classified as Bungalows, but the neighborhood also includes Minimal Traditional, Colonial Revival, National Folk, and Tudor Revival.
- The westernmost blocks of the district parallel the railroad tracks; the remaining blocks follow the cardinal points of the compass.
- About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
- Around 20% of the houses have garages attached to the side of the house.
- Only a few houses have carports attached to the side of the house.
- All houses have a consistent setback from the street.
- All streets in this district have sidewalks, parkways on both sides of the streets, and paved walkways that lead from the sidewalk to the front door.

Southridge Historic District:

- Built between 1920-1950.
- Tree lined streets with front yard gardens, located eleven blocks south of downtown district and three blocks east of the university.
- Largest decade of growth was between 1931-1940 with the construction of approximately sixty-seven buildings. The advent of World War II escalated the demand for housing in Norman as military students, frequently with their families, came in droves to attend the Naval Training School and subsequently the Naval Air Station.
- Architecturally, the dominant styles are Tudor Revival, Colonial Revival, and Minimal Traditional.
- About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the back.
- Around 30% of the houses have an attached garage to the side of the house and few have carports.
- Many houses have semi-circular driveways.
- All houses have a consistent setback from the street.
- The majority of streets have sidewalks and parkways on both sides of the streets.
- All houses have paved walkways that lead from either the sidewalk or the driveway to the front door.



**Aerial view of a section of Southridge
Historic District on East Boyd street and
Oklahoma Avenue.**

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SECTION 3

EXTERIOR FEATURES OF HISTORIC HOUSING

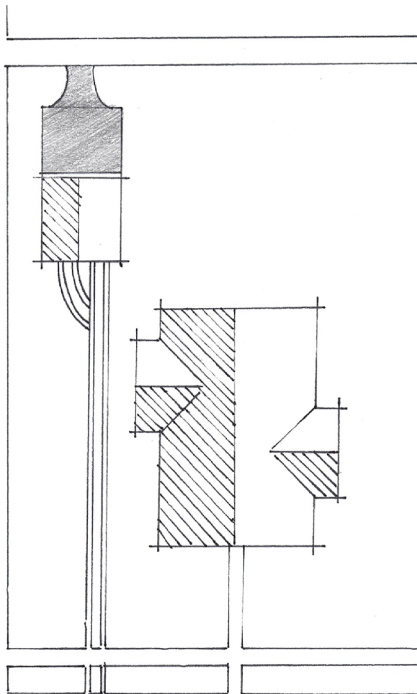
3.1 Neighborhood Characteristics & Distinctions

Policy

When altering existing site features or proposing new ones, property owners should consider the character, pattern, and rhythm of existing features as well as the dominant pattern within the historic district. Selecting wisely from the existing vocabulary of distinctive site features to define circulation, create site spaces, or otherwise articulate and develop sites within a district is central to preserving the district’s overall character. It is also important to consider whether proposed changes will affect neighbors’ views or usage of their property.

On the Street Where You Live

- The character of Norman’s Historic Districts is defined not only by individual buildings and their settings, but also by the network of streets, sidewalks, tree canopies, landscaping, lighting, and alleyways that connect those buildings and sites. The sum of these elements creates the background for the historic residences that line the streets.
- Historic districts are a network of spatial and social relationships: individual buildings relate to their sites, buildings relate to their neighbors, and both relate to the street. In this way, city blocks are linked to each other by a continuous rhythm.
- The setbacks of the houses throughout the neighborhood are consistent for the most part, but they can vary depending on the area of development.
- As changes are proposed to a site or home, review the lines of continuity and rhythm established in the specific neighborhood. Look at the scale, form, and proportion of proposed changes and ensure that the proposed project will retain these characteristics.



Typical for Chautauqua and Miller is a narrow (8') drive along the property line, leading to a small detached garage as shown in the diagram above.

Building Form

Building form is primarily dictated by the style of the building. For example, Queen Anne and Victorian styles are recognizable by their composition of multiple shapes which include bays, dramatic roof lines, dormers, and porches, while the Craftsman style is derived from a simplified rectangular plan. The Neoclassical building also derived its form from a rectangular plan but has a dominant central entry porch with columns which extend the full height of the building.

Scale

The scale of a building is measured as the relationship of building size to something else, such as a human. Windows, entrances, porches, bays and the dimensions of building materials contribute to the overall scale of the building.

Rhythm and Visual Continuity

The rhythm of a street is created by the spacing between houses, the location and spacing of sidewalks from the curb as well as walkways to the entrances of the houses, and the location and spacing of the driveway entrances to each property.

Early 20th century paving patterns in Norman are simple and uniform. Many garages are located very near or on the property line. Fences are generally used to enclose rear yards.

Proportion

Proportion is the relationship of the dimensions of an object to itself, such as height to width. Proportion is inherent in all aspects of a building form, components, and material. As an example, older homes with high ceilings have windows that are taller than they are wide. Houses after 1960s usually have lower ceiling heights so their windows are shorter and wider.

Relationship of Materials and Texture

The materials and texture of each home are representative of the style and period of construction. The inherent properties and dimensions of construction materials like brick and wood boards help in understanding the home's size, scale, and proportion. Because stucco has no dimension, it is difficult to measure its relationship to the scale of a building.

Walls of Continuity or Setbacks

The front of each building, its walls, its porch alignment and fences help to define a wall that establishes a visual pattern along the streetscape. The neighborhood's visual continuity starts at the street, which is basically a straight line of uniform width. Then the front yard is established and sometimes includes a stone wall or a fence. Each of these elements works to organize a neighborhood. These organizational elements, along with orientation and placement of houses on the lot, establish the visual continuity of a neighborhood.

Sidewalks separate a continuous grassy strip from individual front yards. A walkway typically divides the front yard and connects the public sidewalk to the building entrance. A narrow, concrete driveway is usually located near the property line on the side of the residence and it stretches to the rear, typically ending at a one or sometimes two-car garage.



A hedge serves both a landscape and a fencing function, here accentuated by a garden gate of complementary color and design.



This carved wood gate at the Jacobson House complements the house's stucco walls and Italian Renaissance style.



This Craftsman structure has an unusual two-story, overhanging porch.

3.2 Entrances, Porches, and Balconies

History and Development

Entrances themselves draw attention to a front doorway with such features as sidelights, transoms, pilasters, architraves, and pediments. One-story front porches that extend across the full façade supported on masonry piers are common on Norman's early residences. Some front porches wrap around side façades as well. The prominent, character-defining role of front entrances, porches, and balconies for most historic structures makes their preservation of primary importance.

In Norman, most porches are constructed and detailed in wood and include a variety of functional yet decorative features such as columns, pilasters, rails, latticework, balustrades, soffits, steps, brackets, beaded board ceilings, and tongue-and-groove flooring.

Policy

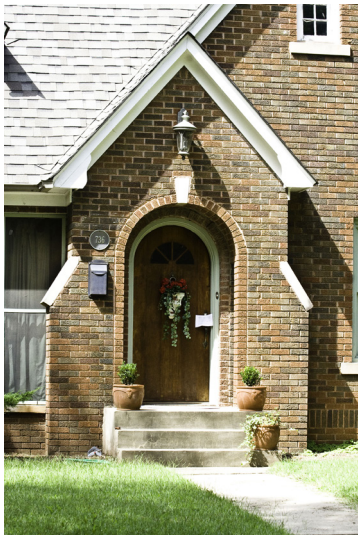
Original historic porches are character defining features that should be preserved.

Things to Consider As You Plan

- Entrances, porches, and balconies often weather rapidly from constant exposure to the elements. They require regular inspection for signs of deterioration due to moisture damage, fungal or insect infestation, or structural settlement. Keeping gutters and downspouts maintained and ensuring that all flooring slopes away from the building for proper drainage will help protect entrances and porches from moisture damage.
- Routine maintenance of wooden features includes caulking joints to prevent water or air penetration and repainting as necessary to maintain a sound, protective paint film. The repair of traditional entrance and porch materials, such as wood, masonry, and architectural metals, is addressed in the pertinent guidelines.
- Entrances and front porches often distinguish the street façades of historic buildings and provide highly visible opportunities for stylistic embellishments. Sleeping porches, balconies, side porches, mud-rooms, back porches, and rear entries offer additional outdoor access and living space.



An arched, recessed entryway is characteristic of Tudor Revival structures.



This Tudor Revival doorway has a patterned, arched, brick entry under a gable roof. Note the matching arched top wooden door.

Match Original Details. When entrance, porch, or balcony features and details are deteriorated and require replacement, it is important to match the original features and details in design, dimension, detail, texture, material, and color. Similarly, should an entire entrance or porch be deteriorated or damaged beyond repair, the property owner should match the original entrance or porch. The design of a new entrance, porch, or balcony for one that is lost should be an accurate reproduction of the original or a design that is compatible with the historic character of the building and its site. Compatibility of a new design should be reviewed in terms of proportion, height, roof shape, material, scale, texture, detail, and color.

The introduction of a new entrance, porch, or balcony on a secondary façade may be appropriate if it does not diminish the building's architectural character and the design is compatible with the building and the site. Occasionally, the enclosure of a side or rear porch may be considered to accommodate a change in use or a need for space. Given the prominence of the front façade, the enclosure of a front entrance, porch, or balcony is not considered appropriate. However, the sensitively designed enclosure of a side or rear porch may be appropriate if the building's architectural integrity is not compromised and the character of the porch is retained.

Ordinary Maintenance

The following are suggestions for maintaining historic porches and entrances:

- Protect and maintain original wood, masonry, and metal elements of entrances, porches, and balconies through appropriate surface treatments.
- Inspect regularly for signs of moisture damage, rust, structural damage or settlement, and fungal or insect infestation.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements or along foundations.
- Clean soiled surfaces using the gentlest means possible.
- Recaulk wooden joints properly to prevent moisture penetration and air infiltration.
- Retain protective surface coatings, such as paint or stain, to prevent damage from ultraviolet light or moisture.
- Reapply protective coatings, such as paint or stain, when they are damaged or deteriorated.

3.2.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- *Front or rear porch screening that is temporary and easily reversible, and can be designed to preserve the historic character of the porch and the building.*
- *Decks and porches that are built on rear and not visible from front.*
- *Handrails required by code may be approvable by administrative bypass but must meet City Standards.*



On this Prairie style structure, a partial front porch extends into a porte cochere, meaning literally “a carriage door.”



This Prairie-style structure has a full-width front porch.



This Craftsman bungalow has a partial front porch with massive brick piers topped by short, elephantine columns.



This Colonial Revival structure has a wrap-around porch with turned balustrades.

3.2.2 Guidelines for Entrances, Porches, and Balconies

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):



A side porch is a less prominent feature but still contributes to overall building design.



This Italian Renaissance structure has a partially enclosed porch with massive masonry columns.

- .1 **Preserve Original Entrances, Porches and Balconies.** *Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.*
- .2 **Replace Only Deteriorated Elements.** *If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the original in design, dimension, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*
- .3 **Match Originals.** *If full replacement of an entrance, porch, or balcony is necessary, replace it in kind, matching the original in design, dimension, detail, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*
- .4 **Replace Missing Features.** *Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or a new design compatible with the historic character of the building and the district.*
- .5 **Avoid Enclosures.** *It is not appropriate to enclose a front porch or a front balcony to provide more living space as this dramatically alters the appearance of the house. Rear porches may be screened with a COA through administrative bypass.*
- .6 **Avoid Removing Details.** *It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or beaded board, unless an accurate restoration requires it.*
- .7 **Avoid Changes to Primary Façades.** *It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade. Alterations to secondary façades may be considered where not highly visible from the street and when no character-defining features are destroyed for its creation.*
- .8 **Avoid False Historical Appearances.** *Features or details that are introduced to a house should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.*
- .9 **Porch Elevation.** *At no time should the porch elevation be lowered to grade and steps redesigned.*
- .10 **Wood Elements.** *Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns should only be replaced with wood of the same profile and dimension.*
- .11 **Original Porch Floors.** *Do not cover original porch floors with paint, stain, or other permanently affixed materials.*

- .12 **New Balconies.** *Balconies, as with other alterations must be compatible with the style of the house and must not be visible from the street.*
- .13 **Tile.** *Original design, construction, and materials should be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.*
- .14 **Wood Decking Over Concrete.** *If concrete or brick has been installed, a wood porch may be installed over the concrete if it was the material of the original construction. Wood can be installed over sleepers which would allow it to be elevated and breathe.*

3.3 Decks

Policy

A deck should be compatible with but differentiated from the building. It should be constructed to be structurally independent so that it could be removed in the future without damage to the building. A deck should never be so large that it overpowers the building or the site and should have limited visibility from front.

Things to Consider As You Plan

- The outdoor deck is a temporary, exterior feature frequently introduced into residential historic districts.
- To maintain a building’s historic character, deck additions are generally located unobtrusively on the rear elevation.
- Decks are usually built on posts to align at or below the first-floor level of a residence.



Because of their visibility, decks on corner properties should be designed sensitively to least detract from the original structure.



Alternative building materials are possible when decks are installed in an inconspicuous location such as the rear yard of an interior lot.



Covered decks are essentially house additions and will be reviewed for their overall impact on the original structure.

Deck Locations. In locating a deck, property owners should always consider the proposed location’s impact on the historic structure, the site, and the district. Locations that are visible from the street, with corner properties as an exception, or locations that would damage or diminish significant architectural elements or significant site features such as mature trees are generally not recommended.

Wood is the most common decking material, however new alternative materials may be utilized. Alternative composite materials must be similar in dimensions and details as wood counterparts.

Protective Treatments. Because decks are exposed to the elements, decay-resistant woods or pressure-treated lumber should be used. Staining or painting are strongly recommended to protect decks from water and sunlight and to make them more compatible with the colors of the historic structure. Some pressure-treated lumber may require six to twelve months of weathering before primer and paint will bond well to it. Opaque stains are a good option for exposed decks since they do not peel; stains are not an applied film like paint, but rather are a protective treatment that is absorbed into the wood surface. Use appropriate nails and fasteners in deck construction to avoid rust stains or chemical reactions. Some decks may require railings to comply with local building codes. City staff can assist with compliance.

Screening. To relate a deck visually to a historic building, the structural framing should be screened with traditional materials such as skirtboards, lattice, or dense evergreen plantings. Because a deck is a contemporary feature, detailing it to duplicate the architectural detailing of the historic building is discouraged. Deck elements that reflect the materials and the proportions of the building and the district are most appropriate.

3.3.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- Deck is less than 300 square feet in total area.
- Deck is not visible from the street.
- Deck makes no permanent changes to the historic structure.
- Deck meets the city's coverage restrictions.
- Alternative material acceptable.

Decks that do not meet all of these criteria must be reviewed by the Historic District Commission.

3.3.2 Guidelines for Decks

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- 1 Protect Historic Fabric of Structure.** *Locate and construct decks so that the historic fabric of the primary structure and its character-defining features and details are not damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.*
- 2 Choose Inconspicuous Locations.** *Decks were not used prior to 1950 on Norman's older homes and as such are prohibited additions on front façades. Introduce decks in inconspicuous locations, usually on the building's rear or side elevations and inset from its rear corners, where the deck will not be visible from the street. A deck proposed for the side of a building must not detract from the design of the house, and must be completely reversible. Decks on corner properties will be reviewed on a case-by-case basis.*
- 3 Deck Design Should Reflect Building Design.** *Design decks and their associated railings and steps to reflect the materials, scale, and proportions of the building.*
- 4 Design Visible Decks Carefully.** *Where it is appropriate to site a deck in a location visible from the street (i.e. the side of a building), treat the deck in a more formal architectural way.*
- 5 Align Deck with First-Floor Level.** *Decks shall generally be no higher than the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirtboards, lattice, or dense evergreen foundation plantings.*
- 6 Preserve Significant Building Elements.** *It is not appropriate to introduce a deck if doing so will require removal of a significant building element or site feature.*

- .7 **Do Not Detract from Overall Character.** *It is not appropriate to introduce a deck if the deck will detract from the overall historic character of the building or the site.*
- .8 **Inset Decks.** *Insetting a deck at least six inches from a building corner is required to help diminish its impact and differentiate it from the existing building.*

3.4 Exterior Walls

History and Development

Within Norman's Historic Districts, exterior walls clad in horizontal, lapped wooden siding are most typical, although walls surfaced with wooden shingles, brick, stone, or stucco are found as well. Combinations of materials, including brick with stone details or lapped siding with wooden shingles are also found.

The foundations of early Norman buildings are differentiated from the rest of the wall by a change in material, plane, and/or color. Brick foundations are the most common, but foundations of stone or masonry with stucco are not unusual. Some masonry pier foundations with infill panels of recessed brick or lattice are also found in the districts.

Policy

Through their shape, features, materials, details, and finishes, exterior walls contribute to the form and the character of historic buildings. They also provide opportunities for stylistic detailing and ornamentation. Features such as projecting bays, dormers, sun porches, and chimneys boldly manipulate the shapes of exterior walls. In addition, columns, braces and brackets, and window openings all embellish the connections between wall planes or link exterior walls to other building elements. Variations in exterior wall materials all contribute to the pattern, texture, scale, color, and finish of the building exterior and are major character defining features of historic housing that should be preserved.

Things to Consider As You Plan

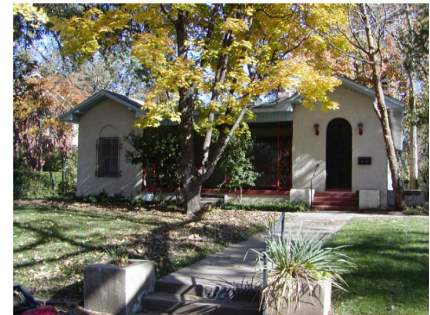
- Routine inspection, maintenance, and repair of exterior walls should follow the guidelines for the specific wall materials. Each exterior wall surface material requires different maintenance which can be referenced in the building materials section of this document.

Preserve Original Details and Materials. Replacement of deteriorated exterior wall materials and details requires careful attention to the scale, texture, pattern, and detail of the original material. The three-dimensionality of wood moldings and trim, the distinctive texture of weatherboards, and the bonding pattern of masonry walls are all important to duplicate when replacement is necessary. Generally, replacement or concealment of exterior wall materials with substitute materials is not appropriate. For example, the application of synthetic sidings or contemporary stucco-like materials in place of the original materials results in a loss of original fabric, texture, and detail. In addition, such surfaces may conceal moisture damage or other causes of structural deterioration from view.

The loss of a distinctive exterior wall feature such as a projecting chimney or window bay would compromise the character of a historic building. Similarly, the introduction of a new feature, such as a window or door opening, can also compromise the integrity of the original wall. Alterations such as these require a clear understanding of the significant characteristics of the original wall and also the wall's role in creating the



Stucco walls and porch piers give this Mission Revival style Bungalow its distinctive character and should be preserved.



Stucco walls and a flat roof define this Spanish Revival style house in the Chautauqua District.



Masonry details such as bond pattern and copings articulate style and design.



Craftsman-style structures often use multiple materials for exterior walls. This house has a combination of stucco and wood shingles.



Wood siding, also known as weatherboard, is very typical on historic structures in Norman.

building’s significance. Using that knowledge, a compatible change that will not diminish the building’s architectural character may be developed.

Ordinary Maintenance

- While houses with existing synthetic siding installed are not required to remove the siding and restore the exterior, removal of synthetic siding and repairing of original siding and trim are encouraged.
- Protect and maintain the original material surfaces, details, and features of exterior walls through appropriate methods.
- Inspect regularly for signs of moisture damage, vegetation, fungal or insect infestation, corrosion, and structural damage or settlement.
- Provide adequate drainage to prevent water from standing on horizontal surfaces and collecting on decorative elements or along foundations.
- Clean exterior walls as necessary to remove heavy soiling or to prepare for repainting. Use the gentlest methods possible.
- Retain protective surface coatings, such as paint or stain, to prevent deterioration.
- Reapply protective surface coatings, such as paint or stain, when they are damaged or deteriorated.
- Use recognized preservation methods. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
- Painting of wood is considered maintenance and allowed without review.
- No painting of brick/masonry.

3.4.1 Standards for Administrative Bypass

The following item can receive a Certificate of Appropriateness (COA) through the Administrative Bypass:

- *Removal of existing synthetic materials to reveal existing historic materials.*

3.4.2 Guidelines for Exterior Walls

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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. It is important to retain the original siding and trim and its dimension, profile, and shadow lines.*

- .3 Replace Only Deteriorated Portions.** *If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in material, design, dimension, detail, texture, and pattern. Consider compatible substitute materials only if using the original material is not technically feasible. If the building was constructed of wood siding and needs repairs or board replacement, most siding types are still manufactured and available from suppliers or can be milled for a nominal fee.*
- .4 Avoid Covering Original Materials.** *Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl and aluminum siding is not appropriate for use on historic structures. Hardieboard might be appropriate for accessory structures or garages.*
- .5 Replace Missing Features.** *When replacing an exterior wall or feature, replace it with a new wall or feature based on accurate documentation of the original or a new design that is compatible with the historic character of the building and the district. Consider compatible substitute materials only if using the original material is not technically feasible.*
- .6 Avoid False Historical Appearances.** *Features or details that are introduced to a house should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.*
- .7 Substitute Materials.** *Cement fiberboard (e.g. Hardieplank siding) will be considered on a case-by-case basis. It is considered appropriate for new construction but not for replacement on historic structures unless original material is not feasible. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.*
- .8 Other Materials.** *Do not remove original siding and replace with T-111 plywood/OSB or other synthetic materials. T-111 is a plywood siding re-tailed in the form of sheets, with grooves or channels cut into it.*

3.5 Windows and Doors

History and Development

Although many window types are found in early Norman houses, the vast majority are wooden, double-hung windows with rope-and-pulley systems and set into wall framing. Depending on the style and the age of the house, each sash may be divided by muntins that hold individual panes of glass in place. “One-over-one” window configurations are common, as is a pattern of four vertical panes over one single pane. Other common window configurations are “six-over-six” or “nine-over-nine,” though many other configurations are seen.

More contemporary housing styles, such as Mid-Century Modern, were built with steel-framed casement and picture windows. These character-defining features should be maintained and retained.

Doors with a variety of glazing configurations, as well as a combination of solid panels and glazing with sidelights or transoms are found throughout Norman’s Historic Districts.

Policy

Windows and doors are among the most character-defining features of historic buildings; therefore, their preservation is one of the highest priorities in historic rehabilitations. The various arrangements of windows and doors — their proportion, shape, positioning, pattern, size and the decorative elements associated with them — are used to achieve specific architectural effects on buildings. The retention and repair of original wood doors and windows is strongly encouraged.

Things to Consider As You Plan

- Improper or insensitive treatment of the windows and doors of a historic building can seriously detract from the architectural character. Original windows are nearly always constructed from higher quality lumber — in most cases, old growth timber — than any replacement window available today. In most cases, repairing original windows and doors in an older building is more appropriate and cost-effective in the long-term than replacing them with new units. Peeling paint, high air infiltration, sticking sash, or broken panes are all very repairable conditions and do not necessitate replacement.
- Replacement window and door units should fill the original opening. They may need to be custom-made. Today’s open-stock windows and doors may or may not match the dimensions of the existing opening. Custom-made wooden window sash that match many original windows are available at some lumber yards and some manufacturers. (See the City of Norman Historic Preservation Officer for a list of suppliers.)
- Changing existing window and door openings, closing existing openings, or adding new openings on an early Norman house should be very carefully considered and undertaken only for compelling reasons. Changes to original openings in a character-defining façade should



This Colonial Revival structure has arched wood windows that echo the arched brick entryway.



Window pairings on this Colonial Revival structure give rhythm to the overall house design.



A mixture of hung and casement windows characterize this unusual Italian Renaissance structure in the Chautauqua District.



Original window placement often maximizes passive solar as in this south-facing elevation with three pairs of windows.

never be considered. For less significant façades the pattern of proposed openings should be characteristic of and complementary to the historic building and the historic district context. Generally, rear elevations or elevations not seen from the street allow more flexibility and change.

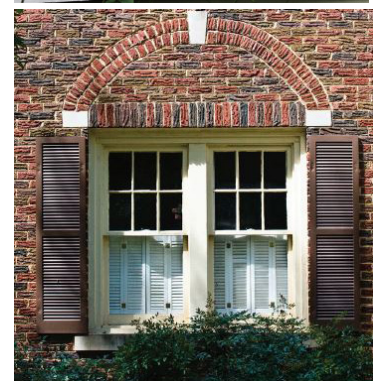
Storm Windows and Doors. Choose storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm windows and doors with painted, stained, or baked-enamel finish color are highly recommended.

Details Are Important. Windows in early Norman houses are often set into relatively deep openings or have surrounding casings and substantial sash components that cast shadows which help define the architectural style. Consequently, preserving original window glazing — including the preservation of original glass — is always desirable. If the details of a window or a door, such as casing or muntins, are deteriorated, they may be replaced in-kind and match the existing.

Doors. If replacement is necessary, the design of replacement doors must reflect the style and period of the building. Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Wood doors that are repaired and properly maintained will have greatly extended service lives while also contributing to the historic character of the house.

Routine Maintenance of windows and doors

- Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods.
- For steel-framed windows it is important to remove rust and repaint, replace missing screws or fasteners, and clean and lubricate hinges.
- Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
- Clean the surface using the gentlest means possible.
- Limit paint removal and reapply protective coatings, as necessary.
- Reglaze sash as necessary to prevent moisture infiltration.
- Recaulk and weatherstrip windows and doors to reduce air infiltration and increase energy efficiency.
- Repair historic windows and doors and their distinctive features through recognized preservation methods for rebuilding, patching, consolidating, splicing, and reinforcing.
- If an original window or door opening has been blocked, consider re-opening it and installing a historically compatible window or door.
- If original screen doors and windows are removed to allow the installation of storm doors and windows, it is strongly encouraged that these be retained for possible future use.
- Before bare aluminum storm sash is painted, it should always be primed with a zinc chromate primer to ensure that the finish paint will bond.
- Reduce airflow at the bottom of the door by installing a door sweep to fit snugly against the threshold. Install weather stripping for energy efficiency.



Different window pairings and with a variety of muntin patterns found in Norman's Historic Districts.



A six-panel door with sidelights and a fan light with tracery typifies Colonial Revival style.

Are Old Windows The Problem?

Infiltration of outside air — rather than heat lost through the glass — is the principal culprit affecting energy, accounting for up to 50 percent of the total heat loss in a building. Sash pockets, pulleys, and meeting rails areas are also prone to air infiltration in double-hung units. The energy efficiency of restored windows incorporating retrofit components (weatherstripping and weatherseals combining pile, brush, bulb, or spring seals) can meet and even exceed the efficiency of replacement units. In addition to evaluating windows for energy efficiency, property owners should strongly consider adding insulation R-Value to walls and ceilings. Storm windows can also be very helpful in reducing air infiltration. Source: “What Replacement Windows Can’t Replace: The Real Cost of Removing Historic Windows” by Walter Sedovic and Jill H. Gotthelf, APT Bulletin: Journal of Preservation Technology / 36:4, 2005.

3.5.1 Standards for Administrative Bypass for Windows and Doors:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- **Window Replacement by Administrative Bypass.** *A deteriorated window that is not repairable may be replaced if it meets the following criteria:*
 - * *Like-for-like, meaning a wood window which matches the original identically.*
 - * *Muntin width and profile are same as the original in width and profile.*
 - * *Light pattern is the same as the original.*
 - * *True divided lights (panes) are the same as the original glass thickness.*
 - * *Size and dimension of all window components are the same as the original.*
- **Door Replacement by Administrative Bypass.** *A deteriorated door that is not repairable may be replaced with a like-for-like, meaning a door that matches the original in materials and design. A non-original door may be replaced with a historic door.*
- **Screen Door Replacement.** *Screen doors should be retained and repaired when necessary. Any replacement screen door should match the historic screen door and should be built to mirror the panels and sash divisions of the door that it covers.*
- **Awnings.** *Fabric window awnings that conform to historic material, style, shape, and location may be approved by Administrative Bypass. Install fabric awnings over windows, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.*
- **Storm Doors and Screens.** *Wood framed, full-light storms and screens can be approved through Administrative Bypass. Choose storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors with painted, stained, or baked-enamel finish color compatible with the color of the existing door are highly recommended. If storm and screen doors are installed where none existed originally, select a “full vision panel” design to allow the original door to be seen. (Additional information on storm windows and doors is provided in Section 4.9, Utilities and Energy Retrofit).*
- **Storm Windows and Screens.** *Wood framed, full-light storms and screens can be approved through Administrative Bypass. The use of interior storm windows is encouraged. Relatively unobtrusive, narrow-profile, exterior storm windows that do not obscure the window itself, that are carefully installed to prevent damage to the sill or the frame, and that are finished in a painted or a baked-enamel color compatible with the sash color are fairly common in the historic districts. Select storm units that align with the meeting rails of the window.*

3.5.2 General Guidelines

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 Retain Original Windows.** Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.
- .2 Retain Original Doors.** Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware on front doors and side doors visible from the street.
- .3 Preserve Original Openings.** Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window and door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.
- .4 Aluminum.** For original wood windows, mill finished aluminum should be avoided even in the installation of windows' screens and storm windows. Avoid the use of bright aluminum screen fabric or dark solar screen fabric. Woven copper screen wire or charcoal aluminum fabric is appropriate.

3.5.3 Guidelines for Windows

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 Retain Historic Glass.** Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.
- .2 Replace Only Deteriorated Features.** If replacement of a deteriorated window feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, placement, and material.
- .3 Window Replacement.** Replacement sash, often referred to as sash replacement kits, are acceptable for use in historic structures. However, replacement window sash shall be unclad wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.
- .4 Replacement.** A deteriorated wood window that is not repairable may be replaced if it meets the following:
 - * Shall have a wood exterior, unless replacing a metal casement window
 - * Aluminum or vinyl cladding is not appropriate
 - * Light patterns same as the original
 - * Size and dimension the same as the original



Pairs of windows are common decorative features of many early 20th Century houses.



Triple windows are also common especially on front and southern elevations.



Four-over-one vertical pane configurations are characteristic of Bungalow architecture.

Save Those Old Windows

Few changes can have a greater impact on a historic structure than replacing its doors and windows. In most cases, old windows are absolutely repairable! Common complaints such as broken panes and sash cords, rotten muntins, and windows that are painted shut do not mean the entire window unit must be replaced! Hold onto your historic windows if at all possible — they are what make your house unique.

Don't Grow 'em Like That Anymore!

Did you know that the wood used in historic windows is a far better insulator than even the most expensive replacement units made today? This is because most historic windows were constructed using old growth timber. At 25 growth rings or more per inch, the tight grain of this wood is far superior to the 3-4 growth rings found in modern lumber.

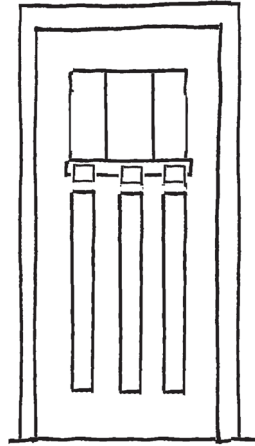
** Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.*

- .5 Retain Original Metal Windows.** *Replace original metal casement windows only when deteriorated beyond repair. Replace with either metal, aluminum clad or fiberglass.*
- .6 Locate Privacy Glass in Rear.** *Privacy glass may be installed if deemed necessary (such as in a bathroom) and can only be located in the rear of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.*
- .7 Beveled Glass.** *Could be acceptable on doors and windows as long as it is compatible with style of the historic building and the original configuration remains.*
- .8 Windows in New Construction.** *Windows in new construction should be similar to windows in adjacent historic structures in terms of size, profile and material. If the windows in the historic building are wood, then new windows must be wood, or aluminum-clad wood, or fiberglass may be used.*
- .9 Colored Glass.** *Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.*
- .10 Windows in Primary Structures and Additions.** *For construction of new primary structures, choose windows that complement window types in surrounding structures in material, placement, size, shape, and design. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in construction of new primary structures and additions. Vinyl cladding of wood windows is not appropriate.*
- .11 Security Bars.** *A Certificate of Appropriateness is required for the installation of burglar bars within historic districts and are generally discouraged. If deemed necessary security bars should be designed to complement the style and design characteristics of the structure to which they are being attached or should be located inside the window if possible.*
- .12 Shutters.** *Shutters may be installed if they are in keeping with the style of the house and period of construction. Shutters need to be correctly proportioned to the width and height of the window and be installed with hinges rather than fixed to the wall.*

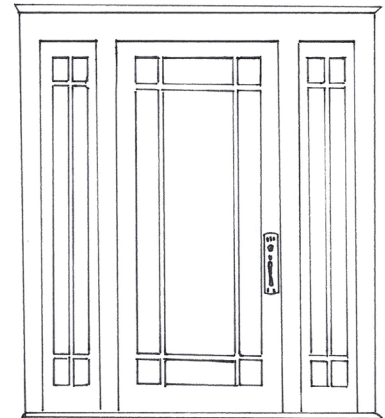
3.6 Guidelines for Doors

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

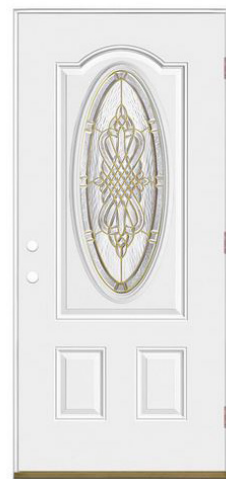
- .1 **Replace Only Deteriorated Features.** *If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in kind rather than the entire unit.*
- .2 **Repair Damaged Transoms and Sidelights.** *Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.*
- .3 **Wood Doors.** *Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.*
- .4 **Replacement Doors.** *Replacement doors and door surrounds shall be appropriate to the style of the structure. Doors shall be relocated, enlarged, or introduced only when the alteration is appropriate to the style of the building.*
- .5 **New Doors.** *New doors should be in keeping with the style of the house. Installation of metal doors is not appropriate.*



A three-panel, three-light door with dentil molding is found in many Craftsman houses.



This Craftsman door is flanked by sidelights which, together with decorative muntins, add both light and visual interest to the doorway.



Pressed metal doors are not an appropriate addition to any historic structure.



Chimneys are most commonly located on a side elevation of a structure.



Chimneys are most commonly located on a side elevation of a structure.



A typical bungalow chimney with a chimney cap.

3.7 Roofs

History and Development

Roof form and pitch are among the major distinguishing characteristics of historic buildings. Roofs can be flat, pitched, hipped, curved, or arranged in various combinations of these forms.

Architectural styles are clearly distinguished by roof types, e.g. Craftsman Bungalows usually have deeply overhanging eaves with a generously pitched roof. Tudor Revival structures often have steeply pitched roofs, almost like a capital “A”. Roofing materials also contribute to the character of historic buildings. Depending on the age and the style of the building, the original roofing may have been any of a variety of materials, including wood or metal shingles, slate, clay tiles, and slate-like composite roofing materials. Asphalt and asbestos shingles became popular roofing materials in the 20th century both for new construction and for re-roofing of earlier buildings. Historic roofing materials were usually dark in color.

Architectural metals are often used for roofing and guttering applications including flashings, gutters, downspouts, finials, cornices, copings, crestings, and sometimes for the primary roofing material (i.e. a metal roof).

Policy

Maintain original roof patterns. It is particularly important to retain and preserve historic roofs that create distinctive effects by shapes or color; to alter or remove them would result in the loss of a significant architectural feature.

Things to Consider As You Plan

- If a roofing material must be replaced and is not readily available, a property owner should identify a substitute material that closely resembles the original.
- When a roofing material is clearly distinctive to a building’s architectural style, retaining or replacing it in kind is important. For example, a Mission-style building that features a clay tile roof should not be reroofed with fiberglass shingles. This principle applies to shingle patterns as well. Changes in shingle patterns would compromise the building’s architectural character.
- Because contemporary roof features such as skylights and solar collectors often compromise the character of a building and damage historic roof features and materials, they are generally discouraged. If they are proposed, it is important to ensure that they will not damage or diminish the historic character of the building or the district.
- Dormers are common and are found in a variety of shapes and sizes, some have windows while others have vents. Dormers and other historic roof details such as weathervanes add to the character of the house and the neighborhood.

Ordinary Maintenance

Routine care and maintenance of a roof are critical. A leaky roof allows water damage to the structure and detail elements of a building. It is wise to keep a roof free of leaves and other debris and to inspect it regularly for leaks, loose or damaged shingles, slates, or tiles and repair them immediately. Slate and clay tiles are extremely durable but brittle. They can last more than a century, but their fasteners, flashing, and sheathing may not. However, if they are carefully reset, they may last another lifetime. It is not appropriate to cover shingles, tiles, or valleys with roofing tar in an attempt to stop roof leaks. Gutters, scuppers, and downspouts must be cleaned out often and kept in good repair if they are successfully to carry water off the roof.

Distinctive built-in gutters incorporated into the roof and concealed from view within a boxed cornice are important to retain. However, they must be kept properly functioning to avoid undetected damage to the structure. The distinctive shape of half-round gutters is typical for exposed gutters and preserves cornice crown molding.

The following are suggestions for roof maintenance:

- Inspect regularly for signs of deterioration and moisture penetration.
- Clean gutters and downspouts to ensure proper drainage.
- Replace deteriorated flashing, as necessary.
- Reapply appropriate protective coatings to metal roofs, as necessary.
- Maintain adequate ventilation of roof sheathing to prevent moisture damage.
- Ensure that roofing materials are adequately anchored to resist wind and water.
- Re-fasten loose (or replace damaged) shingles, slates, or tiles.
- Composition shingles should not be installed on a low-slope pitch roof because they will leak.
- Roofing or re-roofing of any structure with materials that are similar in appearance, regardless of color, provided the building is not structurally altered during the roofing or re-roofing process.



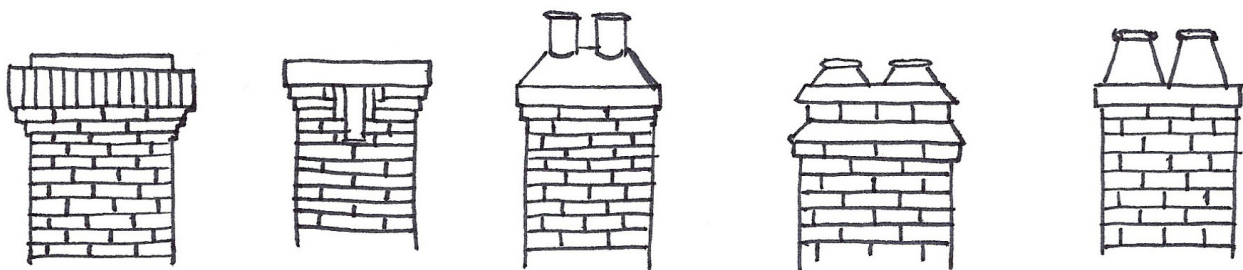
This Mission Revival structure in the Miller District includes a front elevation chimney, a detail borrowed from Tudor Revival style.



Tudor Revival structures often have steeply pitched roofs and front elevation chimneys.



This Tudor Revival structure takes advantage of its corner location to show off a steeply pitched cross gabled roof to full effect.



There are many chimney top forms found in Norman Historic Districts; some are brick, some have pots, some have cast concrete tops.

3.7.1 Standards For Administrative Bypass



A symmetrical, hipped roof is common on Prairie style structures.

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof.
- Maintenance and installation of gutters.
- New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae are approved by administrative bypass when located on rear.

3.7.2 Guidelines for Roofs



The rear of this Craftsman shows how many roof planes can be used in a single structure.

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):



Multiple, low-slung roof planes are very characteristic of Craftsman structures.

- .1 **Preserve Original Features.** Retain and preserve roofs and roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices. Tile and slate roofs rarely need to be discarded.
- .2 **Replace Only Deteriorated Portions of Roof Features.** If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
- .3 **Replacements Match Original.** If full replacement of historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. If using the original material is not technically feasible, substitute materials can be considered by Historic District Commission review.
- .4 **Replace Missing Features.** Replace missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.
- .5 **Built-In Gutters.** It is not appropriate to replace concealed, built-in gutter systems with exposed gutters.
- .6 **Locate New Features and Mechanical Equipment Carefully.** Adding new features or equipment on a roof requires a Certificate Of Appropriateness. New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae, shall be introduced carefully so as not to compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.
- .7 **Retain Chimneys and Chimney Tops.** Chimneys are an important architectural feature and the removal or alteration of existing chimneys alters the historical integrity of the house and is not recommended.



One of the oldest houses in the Chautauqua District, this Dutch Colonial Revival structure with a gambrel roof was built around 1903.

- .8 Retain the Original Roof Form and Details.** *If attic space is converted into living space and dormers are added, retain the original roof pitch to avoid a “pop-up” appearance, especially on the front façade. Avoid adding details that did not exist originally.*
- .9 Existing Dormers.** *Original dormers should be preserved and only elements beyond repair may be replaced. If a replacement is needed, original size and shape should be maintained.*
- .10 New Dormers.** *New dormers must be functional, to allow light in or to add more living space, they should not be merely decorative and should be in keeping with the style of the historic house. They should be located on the rear and inset from first-floor side wall below it. Set new dormers back from eave and do not extend above the ridge of roof.*
- .11 Metal Roofs.** *Avoid installing an inappropriately scaled metal roofing material on a house that did not have a metal roof originally. Many of the current metal roofs have an industrial appearance and should be avoided. Only a true crimped or seam standing seam metal roof will be considered.*

3.8 Garages & Accessory Structures

History and Development

Most early garages were detached and sited in the rear yard, accessed either by a linear driveway leading from the street or from the rear property line via an alley. Corner lots sometimes oriented garages toward the side street. Most, though not all, garages were single bay; sometimes garages were shared by adjoining property owners. Smaller storage buildings and sheds were also typically located unobtrusively in the rear yard.

Many original garages and even a few “carriage houses” remain in use in Norman’s Historic Districts. Like other early site features, these accessory structures contribute to the historic character of individual sites and the district as a whole. In some cases, the accessory building echoes the architectural style, materials, and details of the principal structure on the site. Many are humble gabled structures with the gable end facing the street. Many houses in Southridge Historic District have garages attached to the main structure and facing the street.

Contemporary style houses have incorporated their garage or carports into their house plan, but typically they do not project beyond the established front wall of the house. While the construction of new garages and carports is necessary, their placement and approach should respect the original “front line” of the house. This would place them behind the existing setback. Locating them to the rear of the property is preferable.

Policy

Original historic structures should be preserved if possible. However, since many early garage structures were of poor construction quality or sited inconveniently, or of a size not accommodating of modern vehicles their demolition or removal may be considered.

In historic districts, the compatibility of a proposed new garage or accessory building should be reviewed in terms of location, orientation, form, scale, size, materials, finish, and details. It is also important to consider the impact of the proposed construction on the existing site and site features, as well as neighboring structures in close proximity. Proposed changes to garages will also be reviewed in terms of their role in site circulation.

Things to Consider As You Plan

- Many of Norman’s early accessory buildings are very simple structures with little in the way of internal framing. Consequently, routine maintenance and repair of early garages and accessory structures is essential to their preservation.
- Additional information on the appropriate rehabilitation of roofs, walls, windows, doors, and materials of garages and accessory structures can be found in Chapter 3, Exterior Features of Historic Housing.



This Mission Revival-style, two-car garage is associated with Patricio Gimeno House in the Chautauqua District.



This two-car garage was built around 1944, apparently using leftover building materials.



This two-car garage plus workshop space was sensitively located in the rear and oriented inwards to minimize its visual presence.

3.8.1 Standards for Administrative Bypass

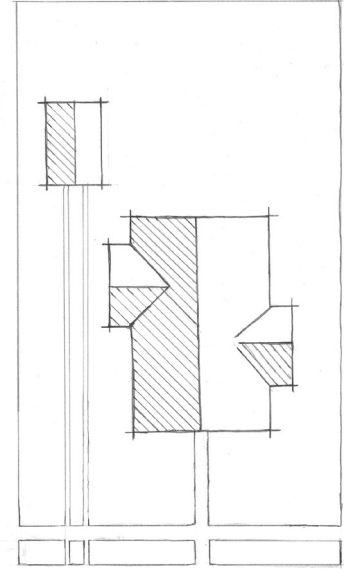
The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- **Small Buildings Allowable.** *An Administrative Bypass may be issued if the accessory building's footprint is no greater than 108 square feet and is not constructed on or attached to a concrete slab, foundation, or permanent base and has no electric, plumbing, or gas service connection. This does not require a building permit. It is recommended that the design of these buildings be compatible with the primary structure and the other surrounding or nearby structures or screened with fencing or landscaping. Accessory buildings must be located in the rear yard and must not be visible from the street.*

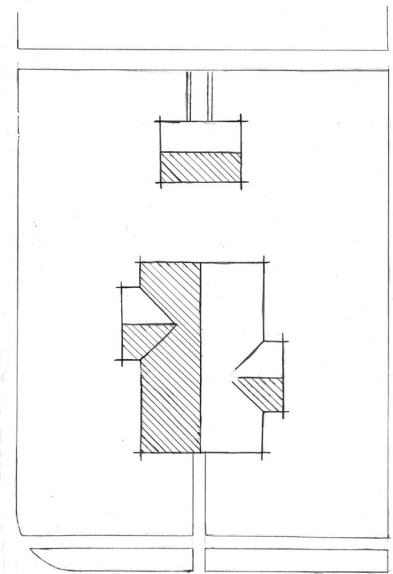
3.8.2 Guidelines for Garages & Accessory Structures

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- 1 Preserve Accessory Structures.** *When possible, retain and preserve garages and accessory structures in their original locations and configurations. Even if the function changes, the exterior appearance should remain the same.*
 - 2 Preserve Original Materials.** *When possible, retain and preserve character-defining materials, features, and details of historic garages and accessory buildings, including foundations, siding, masonry, windows, garage doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic garages and accessory buildings according to pertinent guidelines.*
 - 3 Replace Only Deteriorated Portions.** *If replacement of a deteriorated element or detail of a historic garage or accessory building is necessary, replace only the deteriorated portion in kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if using the original materials is not technically feasible.*
 - 4 New Garage Construction.** *A new garage shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New garage structures shall be the traditional height and proportion of accessory buildings in the district.*
- *The following criteria will be considered for a new garage constructed where there is currently no historic structure:*
 - * *The new structure will utilize alley access though alley access may not currently exist.*
 - * *The new footprint will be 500 square feet or 5% of the property.*
 - * *The proposed construction will preserve existing trees.*



The traditional location for a garage is the rear of the house at the end of single driveway that runs along the property line.



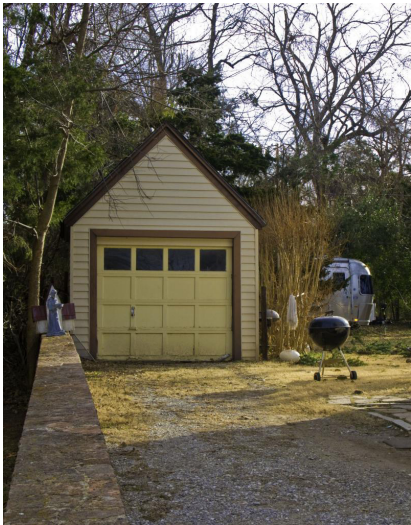
New garage location is at the rear, off alley, and not visible from the front. Not replacing a historic garage.



Design details such as the jerkin head gable of this garage are often used as complements to the primary structure.



A pyramidal roof was common on single car garages built in the 1920s.



Roof pitch is also used as a design detail. This garage accompanies a Tudor Revival house with the characteristic steeply pitched roof.

- .5 **Maximum Garage Footprint of New Garage Construction.** *New garages may expand beyond the original footprint of one- or two-car garages up to a maximum of 500 square feet or 5% (in total, not each structure) of the property, whichever is greater.*
- .6 **New Garage Height.** *New garages in blocks that contain only one-story garages should be one-story. Two-story and one and a half story garages may be built if located on a block where two-story or one and a half story garages are dominant or in an adjacent property. One and a half story garages may be built if their massing and height are similar to that of the original garage or adjacent one-story garages. Wall height should be no greater than the principal structure.*
- .7 **Location.** *Site garages and accessory structures away from primary view and set them behind the front wall of the house.*
- .8 **New Garage Doors.** *Install single doors instead of double width doors. Stamped metal and vinyl doors are inappropriate. Recessed panel doors are appropriate, Raised panel products should be avoided.*
- .9 **Prohibited Materials.** *The use of vinyl, masonite, aluminum or other metal sidings is prohibited and are inappropriate to the local historic districts.*
- .10 **Alternative Materials.** *As long as they are consistent with the size, pattern, shape, dimensions and texture of the historic wood siding, fiber cement products may be appropriate in new construction of garages for rear or side elevations that are not easily visible from the public right-of-way. It should be noted that wood siding does not have "wood grain." Smooth cement board is allowed.*
- .11 **Reconstruction.** *The reconstruction of outbuildings should be based on historic evidence, such as photographs, Sanborn maps or other documentation. If no such evidence exists, the design should be derived from the architectural style of the primary building and historic patterns and characteristics of the historic district.*
- .12 **Carports.** *Carports shall be unattached to the primary structure, located in the rear yard, be constructed of wood or masonry, and have limited visibility from the street.*
- .13 **Request for Garage Demolitions.** *The following criteria will be considered when a garage structure demolition and/or replacement is proposed:*
 - * *If the existing structure is of extraordinary architectural or historical significance, it should be retained if repairs are reasonably possible.*
 - * *If the existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition.*
 - * *If the existing structure is 240 sq. ft. or less, it may be eligible for demolition.*
 - * *If the existing structure was built after the period of significance, it may be eligible for demolition.*
 - * *The demolition of existing historic structure will enable access to the rear yard where no access currently exists, it may be eligible for demolition.*

- .14 Storage Buildings Over 108 sq. ft.** *Storage buildings should be located in the rear yard, and not visible from front right-of-way. They should be made of wood or material compatible with the historic structure.*
- .15 Additions.** *Additions to existing garages may be more appropriate than demolition or reconstruction.*

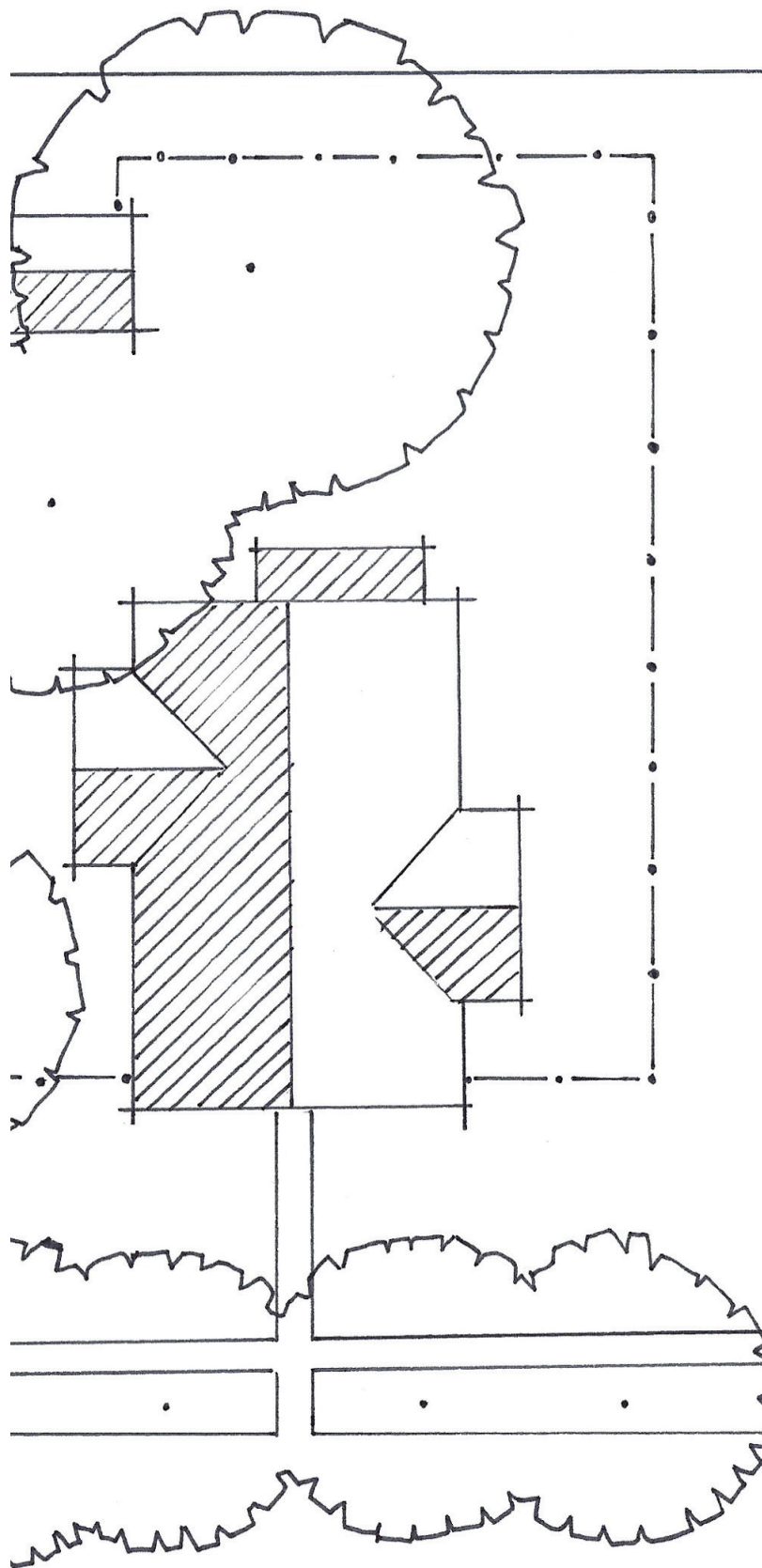


Recessed panel doors are appropriate.



Raised panel products should be avoided.

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SECTION
4

SITE AND SETTING
OF HISTORIC
NEIGHBORHOODS

4.1 Site Features and Landscape



Landscape design that complements building patterns and style is encouraged.



A mature tree canopy is a vital part of a historic neighborhood's streetscape.



Period-style lamp posts help define streetscape character in historic districts.

The introduction of intrusive, contemporary site features or equipment such as large parking areas, swimming pools, tennis courts, freestanding metal buildings, or mechanical equipment must be carefully reviewed to determine if it will compromise the historic character of the site and the district. Although the impact of intrusive contemporary features can often be diminished through careful siting and screening, in some cases it may be so detrimental to the character of the site or the streetscape that the alteration cannot be accommodated. Such might be the case if the bulk of a residential front yard were paved for parking or if an addition required the removal of several healthy, mature shade trees.

Shade trees are a precious resource in Oklahoma and play a major role in defining the historic character of Norman's residential districts. Historically, well-located shade trees were an important means of providing summer cooling. Today they still contribute shade as well as imparting a distinctive atmosphere to the historic districts.

Distinctive site features also contribute significantly to the overall character of the districts and to individual settings. These site-defining elements include things such as hedges, foundation plantings, lawns, gardens, and tree canopies; features that define circulation such as walkways, streets, alleys, driveways, and parking areas; and features that articulate or develop a site such as accessory buildings, fences, walls, lighting, terraces, waterways, swales, fountains, patios, sculptures, arbors, pergolas, pools and planters.

Things to Consider As You Plan

- Most early Norman neighborhoods are shaded by a heavy deciduous tree canopy that adds enormous aesthetic appeal and historically performed a vital cooling function during the hot summer.
- Removal of mature, healthy trees should be considered only for absolutely compelling reasons, such as safety or life of property.
- Whenever a tree is removed, whether it is diseased, storm damaged, or healthy, the district setting is diminished.
- The planting of a similar replacement tree in its place or nearby is strongly encouraged to perpetuate the tree canopy that is so important to the landscape as well as the individual building sites.
- The City of Norman's Urban Forester has a list of appropriate tree species and local sources.

Landscape Considerations

Protect Mature Trees During Construction. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. The critical root zone of a threatened tree must be surrounded by temporary fencing to prevent any construction activity or equipment from endangering it. It is especially critical to avoid soil compaction within the drip line of trees.

Preserve Tree Canopy. Prune and trim trees in front yards and public rights-of-way in a manner that preserves tree canopies. In consultation with the City Forester, introduce new and replacement plantings to ensure that existing tree canopies will be preserved.

Replace Aging Trees. Replace a seriously diseased or severely damaged tree (see Section 8.2 Preservation Glossary for definition) or hedge with a new tree or hedge of an appropriate species. It is not appropriate to remove healthy, mature trees.

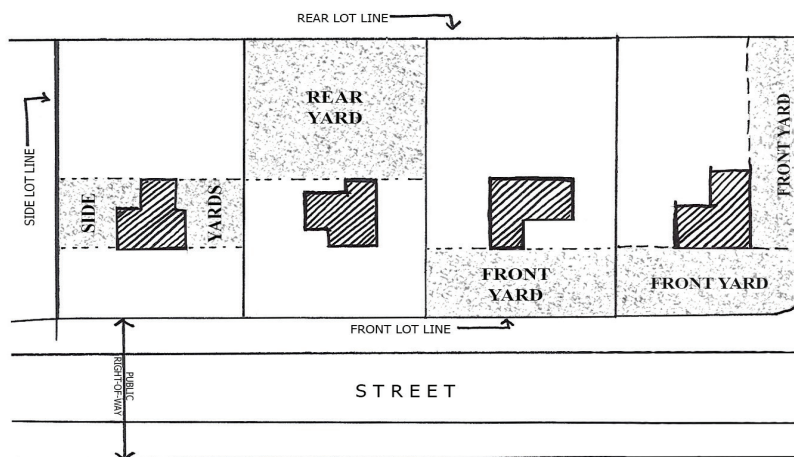
Install Root Barriers. When sidewalks are replaced, they should have root barriers installed to protect the concrete from future breakage by tree roots.

These are key steps to maintain the vitally important tree canopy in historic districts:

- Protect mature trees during construction.
- Protect tree canopies.
- Replace aging or diseased trees.
- Install root barriers under new sidewalks.

Recommendations

- Avoid landscaping that requires continual moisture, i.e. shrubs, trees, and plants, within ten feet of a historic building.
- Remove climbing vines and ivy from historic buildings and walls as they damage the building fabric.
- All plants and vegetation growing in wall and foundation crevices needs to be removed without damage to the historic fabric.
- All landscaping and planters must not block or obstruct the normal flow of pedestrian or vehicular traffic.
- Parking structures shall be compatible in design and materials with surrounding historic buildings and districts.
- New construction is encouraged to provide parking behind the building.
- At no time shall a building be demolished to provide surface parking.
- Ensure that the design of any new parking structure follows the standards of New Secondary Structures.



Corner lots have two front yards.

4.1.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- **Garden Structures.** *Garden structures such as a pergola or freestanding trellis, if located behind the home in an inconspicuous location, may be constructed if it is less than 108 sq. ft.*
- **Surface Parking.** *All design and construction of parking areas within historic districts may be approved through administrative bypass if placed behind primary structures at the rear of the property, and also set back as far as possible from side streets on corner lots.*
- **Storm Shelters.** *Storm shelters are a necessary safety concern in Norman. Structures, which are not visible from the street may be approved through administrative bypass. They must meet state requirements for wind load design.*
- **Swimming Pools.** *If located in rear yard and not visible from front right-of-way.*

4.1.2 Guidelines for Site Features and Landscape

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 **Pergolas and Trellis.** *Do not add a new pergola or freestanding trellis on a front or side elevation unless there is historical evidence one existed. Not appropriate if larger than 108 sq. ft.*

4.2 Sidewalks, Driveways, and Off-Street Parking

History and Development

In Norman's early neighborhoods, front walks usually led directly to the front door of a house from the sidewalk. Depending on the topography, the walkways often incorporated steps and, sometimes if the front yard was fenced, a decorative gateway. Traditional paving materials were concrete and brick or stone pavers. Plantings often lined the walkways.

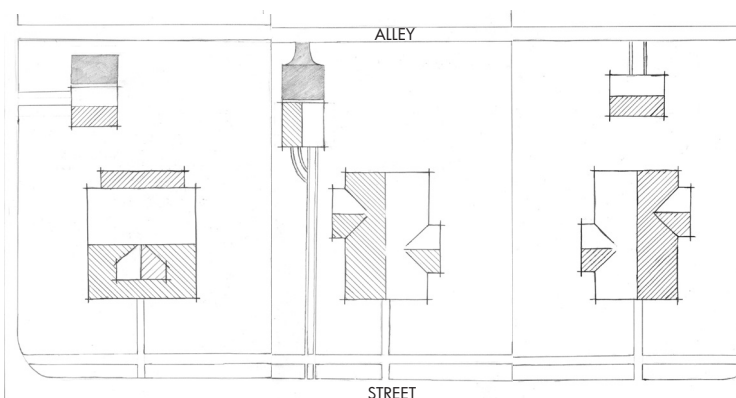
Driveways typically located along the property line, led directly to the back yard, sometimes to a garage or carriage house. Public alleys sometimes provided the automobile access to rear yards and garages. Occasionally, a porte cochere provided a covered parking space attached to the main structure. Driveways were usually made of gravel or compacted soil, changing over time to concrete. Often a grass median separated two gravel or aggregate concrete runners. Occasionally, more decorative brick or stone pavers were used.

Historically, off-street parking areas for multiple cars were rare in residential neighborhoods. Initially, on-street parking met the demand for parking spaces, even in commercial districts. Over time as cars have grown both larger and more numerous, a greater demand has been created to park more cars.

Policy

Preserving original paving patterns is important to maintaining the character of individual building sites and the district as a whole. The location of driveways and other paved areas is very important to both the preservation of neighborhood character, and to the preservation of historic integrity of individual properties.

The consistency and repetition of sidewalk and driveway spacing, placement, dimension and materials creates a rhythm to the street in Chautauqua and Miller Historic Districts.



Typical configuration of Historic Districts except in Southridge, which has a variety of drive and sidewalk configurations.



Shared driveways were quite common in the early 20th century. A few still exist in Norman.



Ribbons or runners are very traditional and generate less runoff than impervious surfaces.



Traditional ribbon drives are sometimes modified to create a solid surface.

4.2.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- **Widening Driveways.** Widening a driveway can be approved by administrative bypass if to a maximum width of 10 feet. Must be either concrete or city approved pavers.
- **Parking pads.** Allowed if located off alley as long as they are less than 400 sq. ft.
- **Walkways.** Private sidewalks, walkways are allowed as long as they meet typical configuration.
- **Paving.** Maintain existing concrete ribbons or runners and widen by lining with another material such as brick.
- **Rear Parking.** Rear access and rear yard parking may be approved by administrative bypass.
- **Driveways and Sidewalks.** Reconstructing driveways and sidewalks in their original location with materials that match the original.
- **Gravel Driveway to Concrete.** Converting a gravel driveway to a concrete driveway as long as it is ten feet 10' wide. (Will need a paving permit.)

4.2.2 Guidelines for Sidewalks, Driveways, and Off-Street Parking

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 **Front Yard Driveways.** In historic districts, residential driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historical documentation otherwise, driveways shall be located near the property line on one side of the house.
- .2 **Driveway Width.** Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.
- .3 **New Driveway Composition.** Driveways shall be constructed from material allowed by the City Codes.
- .4 **Ribbon Driveways.** Ribbon driveways may be newly installed in historic districts. The minimum width of ribbon paving is 18 inches.
- .5 **Circular Drives.** Circular drives are not appropriate in front yards or corner side yards unless there is historic documentation on the specific property in question.

- .6 **Shared Driveways.** *Historic driveways shared by two adjacent properties may be retained and preserved.*
- .7 **Driveway Location.** *Driveway locations should not be altered if it affects the rhythm of the street.*
- .8 **Sidewalk Location.** *Sidewalks on private property shall be maintained in their traditional location.*
- .9 **Sidewalks and Curbs.** *Public sidewalks and approaches shall meet City Codes. Sidewalks and curbs on private property may be constructed of finished concrete, brick, or stone.*
- .10 **New Paved Areas.** *New paved areas should never directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They should be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways.*
- .11 **Rear Yard Area.** *New parking areas are encouraged to be off alleyway. Rear yard parking must meet city requirements.*
- .12 **Side Yard Parking Area.** *Not appropriate.*
- .13 **Off Street Parking Area.** *Not appropriate at the front yard of the property except within an existing driveway.*

4.3 Fences and Masonry Walls

Policy

Original historic fences and walls are important character-defining features and should be preserved and maintained. Front yards create a context for houses and establish a rhythm for the street. These elements are important to the preservation of a district’s historic character and to strengthening the cohesiveness of a residential historic district.

Things to Consider As You Plan

Preservation of existing fences and walls requires routine maintenance and repair. Keeping the bottom edge of wooden fence lines raised slightly above ground and protected by a sound paint film, opaque stain, or wood preservative will significantly extend their life span. When deteriorated pickets or boards must be replaced, decay-resistant or pressure-treated wood should be considered.

A need for security or privacy or the desire to enhance a site may lead to a decision to introduce a new fence or wall. Within the historic districts any proposed new fence is reviewed with regard to the compatibility of location, materials, design, pattern, scale, spacing, and color with the character of the principal building on the site and the historic district.



A front yard fence under 36 inches tall creates definition and separation but still allows the beauty of the house to shine.



There are few stone walls in Norman’s historic districts so those that exist have special significance.

4.3.1 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

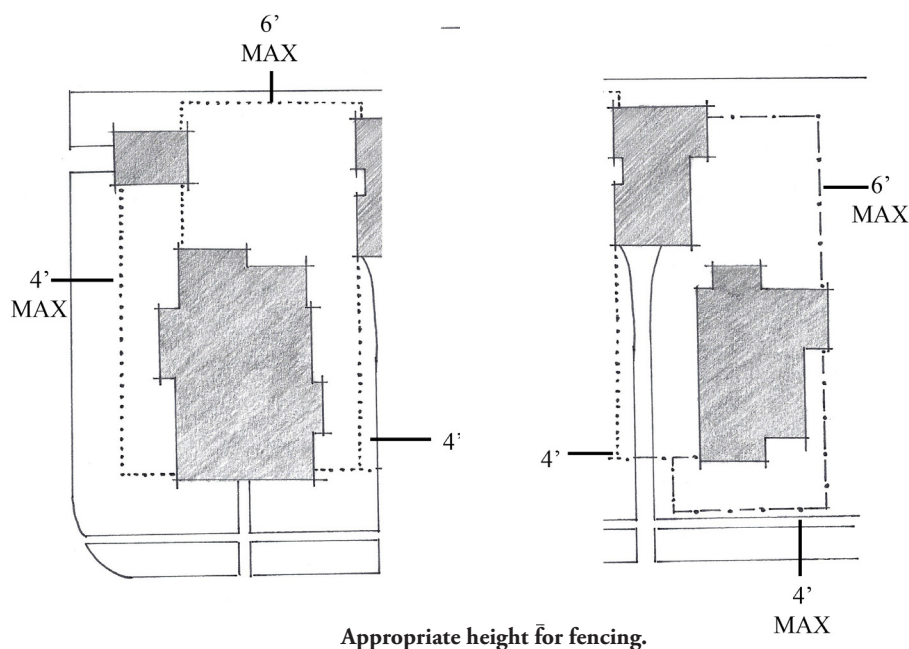
- **Replacing Fences.** *If an existing fence or wall is being replaced with one that is the same in material, height, location, and design, a Certificate of Appropriateness is not required.*
- **Front Yard Fences.** *Front yard fences of up to 4 feet in height may be approved by Administrative Bypass.*
- **Side Yard Fences.** *Side yard fences of up to 4 feet in height may be approved by Administrative Bypass.*
- **Rear Yard Fences.** *Rear yard fences of up to 6 feet in height may be approved by Administrative Bypass.*

4.3.2 Guidelines for Fences and Masonry Walls

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 **Preserve Original Materials.** *Retain and preserve historic fences and walls that contribute to the overall historic character of a building.*

- .2 Front Yard Fences.** *Front yard fences taller than 4 feet are prohibited by the Norman Zoning Ordinance. Corner lots have two front yards; therefore, fences on either “front” that are taller than 4 feet are prohibited. Chainlink fences are not allowed on front yards.*
- .3 Side Yard Fences.** *Side yard fences taller than 4 feet require a Certificate Of Appropriateness. Side yard fences taller than 6 feet are prohibited.*
- .4 Rear Yard Fences.** *Rear yard fences taller than 6 feet require a Certificate Of Appropriateness. Rear yard fences taller than 8 feet are prohibited by the Norman Zoning Ordinance.*
- .5 Fences on Corner Properties Adjacent to Alleys.** *Fences on corner properties with alley access shall be located very carefully to maximize sight lines and minimize conflicts between alley traffic, pedestrians, and on-street traffic.*
- .6 Fence and Wall Materials.** *Fences or walls shall be constructed of wood, brick, stone, iron, cast or forged metal, chain-link, stucco, or a combination of these materials. Stone or brick used in walls shall be compatible in size, scale, and style to that used elsewhere in the historic district. No vinyl, cinder block, concrete block, or corrugated metal, may be used for fences or walls in historic districts.*
- .7 Other Materials.** *Although compatible contemporary fence and wall designs constructed in traditional materials are appropriate in the districts, new fencing or wall systems constructed of incompatible contemporary materials such as vinyl and imitation stone or stucco are not appropriate for use in historic districts.*
- .8 Finished Side Out.** *Fences or walls facing the street shall be constructed with the finished side out.*
- .9 Fence Styles and Design.** *Opaque fences that are less than 75% transparent should not block view of significant architectural features of the primary property.*



4.4 Lighting

History and Development

Early Norman streetlights ranged from elaborate designs, such as translucent globes mounted on cast-iron poles capped with decorative finials, to simple, bracketed globes mounted on utility poles. Manufacturers of the day described the light cast by these early fixtures as a “soft, yellow-toned glow.” This is a marked contrast to the harsher bluish-tone light cast by today’s mercury vapor streetlights. In response to increasing public demand for dark skies, lighting manufacturers have begun to offer high-pressure sodium vapor fixtures that produce a softer glow.

Policy

Installing new lighting fixtures on historic properties does not require a Certificate of Appropriateness (COA); however, appropriate lighting is an important consideration in maintaining the character of Norman’s Historic Districts.

Things to Consider As You Plan

- Balancing issues of light pollution with needs for safety and security requires careful forethought and coordination regarding the quantity and location of exterior lighting. Considerations in lighting fixtures should include location, design, material, size, color, scale, and brightness.

Retain Original Fixtures or Appropriate Motifs. Retaining and maintaining original light fixtures is always preferable; however, if fixtures are missing or damaged, alternatives may be considered. Antique or reproduction lighting fixtures of a similar design and scale may be installed, or reproduction fixtures that reflect the design of the building may be selected. For example, it would be appropriate to select Mission motif lighting for a Craftsman bungalow. Selecting a fixture style in contrast to the building style is not recommended.

Choose simple, discreet styles. Inconspicuous contemporary fixtures that complement the style and the character of the building are recommended for historic buildings. Simple, discreet styles and materials are usually successful. If more illumination is desired than original fixtures provide, unobtrusively located recessed lights may solve lighting needs without competing with original design.

Choose appropriate locations for security lighting. Due to concerns for security and safety, additional lighting may be desirable on a particular site. Property owners should give careful consideration to where supplemental lighting is needed and in what quantity. Adequate lighting can often be introduced through fixtures on residential-scale posts, recessed lighting, footlights, or directional lighting mounted in unobtrusive locations. Such solutions are far more in keeping with the historic character of the districts than harsh floodlights and standard security lights mounted on tall utility poles. Sometimes even compatible fixtures may compromise a building or a site if they are improperly spaced or located.



Original fixtures on a Spanish Revival structure



Understated overdoor light fixture and entry on a Classical Revival structure



Ornate original iron fixture on Tudor Revival structure

4.5 Signage

Policy

In addition to a review by the Historic District Commission, signs will be subject to the regulations and permitting requirements established in Chapter 18 of the Code of Norman, Oklahoma, also referred to as the Sign Ordinance. Applicants shall coordinate the design and placement of any sign in a historic district with the Sign Ordinance as well as these guidelines.

A Certificate of Appropriateness is required for any new sign of a permanent nature which is to be attached to, or erected on the site of, any structure located within a historic district. This includes, but is not limited to, signs and lettering painted onto elements of the structure or applied to awnings. A Certificate of Appropriateness will also be required for any existing sign which is to be moved, demolished, reconstructed, restored, or altered, except when such work satisfies all the requirements for “ordinary maintenance and repair.”

Things to Consider As You Plan

- Applicants are encouraged to seek out photographs and illustrations of historic sign examples for guidance.
- In addition to reviewing sign design, the Historic District Commission will also evaluate the dimensions, materials, legibility, color, letter styles, overall effect, placement, and lighting of proposed signs.

4.5.1 Standards for Administrative Bypass

The following item can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process.

- *National Register commemorative plaques, if less than 2 sq. ft. and bronze.*

4.5.2 Guidelines for Signage

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- 1 City Ordinance.** *Signage shall meet City Sign Ordinance for size, location, and materials.*
- 2 Signs Must Be Compatible.** *Size, design, and placement of a sign shall relate to the architectural elements of the structure. Signs shall be compatible with historic character of principal structure and surrounding character of neighborhood.*

Signage must comply with the requirements established in Chapter 18 of the Code of Ordinances, also referred to as the Sign Ordinance



Projecting sign on a commercial building in Miller Historic District.



This small sign at the Jacobson House conveys information but is very inobtrusive.



This 1960's Ranch-style house probably replaced an older structure in the Miller District.



This 1950's structure has been enhanced with traditional design details that make it more compatible with surrounding structures.



This Mid-Century Modern structure was built after the Chautauqua District's period of significance.

4.6 Non-Contributing Resources

History and Development

In many cases buildings are classified as non-contributing because they were built after the district's period of significance. For example, the Miller Historic District's period of significance is 1903-1949. That means that structures built after 1949 are too new to be contributing resources to the district. These structures may be fine examples of their own time, but they do not contribute to the defining character of the historic district.

Basic guidelines should be applied to architecturally important buildings that are outside of the period of significance.

Newer structures often have greater accommodations for cars, a different approach and orientation to the street which can begin to overwhelm or alter the pedestrian character of a historic district.

Policy

It is important that non-contributing structures not detract from the integrity and historic character of the district. Because non-contributing resources do occur, the preservation goal is to support a harmonious blend of the old and the new. Therefore, the rules and regulations of the historic district apply to all properties, both contributing and non-contributing.

Non-contributing resources should be controlled only to the extent necessary to make them compatible with the general atmosphere of the district with regard to exterior alterations, additions, site work, and signage.

Things to Consider As You Plan

- The term "contributing resource" refers to a historic building or site that retains its original architectural integrity or design. In the case of a structure, it refers to a building whose architectural style is typical of or integral to an historic district.
- A resource is described as "non-contributing" when it adds no historical significance to an individual property or district. This typically occurs when the building is outside the determined period of significance, or has been physically altered past the point where it retains any of its original integrity, e.g. major structural changes have occurred that diminish the building's historic appearance (porches removed or enclosed), windows have been replaced with inappropriate materials or styles, or vinyl or metal siding has been installed.
- Allow for and encourage reconstruction and restoration of missing/ altered features which can change the designation of "non-contributing" to contributing resource.
- A building described as "non-contributing" due to previous alterations, may be re-evaluated if restored to the original design and detail.

4.6.1 Guidelines for Non-Contributing Resources

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 Preservation Guidelines.** *The Historic Preservation Guidelines apply to all structures in Norman's Historic Districts, both contributing and non-contributing.*
- .2 Support Harmony Between Old and New.** *Non-contributing structures shall be controlled only to the degree necessary to make them compatible with the general atmosphere of the district with regard to alterations, additions and changes to the site, and paving. As with all requests for Certificates of Appropriateness in historic districts, each project will be evaluated on its own merits for overall impact on the district as a whole.*
- .3 Non-Contributing Resources.** *Newer buildings are products of their own time. Property owners should avoid making changes that attempt to create a false historical appearance.*

4.7 Accessibility, Health, and Safety Considerations

A need for public access to, a change in use of, or a substantial rehabilitation of a historic building may necessitate compliance with current standards for life safety and accessibility. Both the *2006 International Building Code* (adopted by Norman in 2007) and the *Federal Americans with Disabilities Act of 1990* include some flexibility in compliance when a historic building is involved.

The *Americans with Disabilities Act of 1990* does not apply to private residences. Most ramps installed at private residences are generally not permanent structures. Most are constructed from wood and are meant to provide easier access for persons with disability for a finite period of time.

Policy

Temporary accessibility features are encouraged on the rear of the historic property.

Things to Consider As You Plan

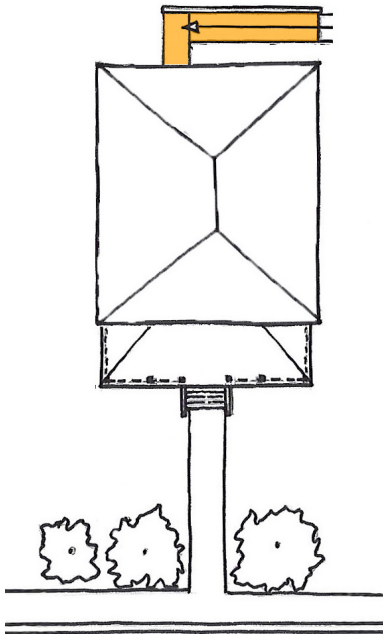
- Weigh the historic integrity of the house and neighborhood with the value of the improvement and the quality of life.
- **Safety and Accessibility Aids.** Because of the characteristic raised foundation of many early Norman buildings, accessibility needs often require the introduction of a ramp or a lift to the first-floor level or the introduction of railings, handrails, or other safety features.
- Installing accessibility aides in ways that are sensitive to the historic character of the building sometimes requires creative design solutions. Whether the modifications are large or small, with respect to the long-term preservation of the historic building, temporary or reversible alternatives are preferable to permanent or irreversible ones. Consult the Historic Preservation Officer for guidance on how both needs can be served.
- Also see Section 3.2 Entrances and Porches for more information on the addition of handrails.

Modern Security Devices. Modern security devices such as motion detection systems tend to be more effective in deterring crime, more reliable and less expensive than the burglar bars. Motion detection systems are also far less visually obtrusive in historic structures.

4.7.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- **Ramps Eligible for Administrative Bypass.** *Wood and wood-like materials used for accessibility ramps may be approved by Administrative Bypass. Ramps shall be designed to have minimal structural and visual impact on the historic resource.*



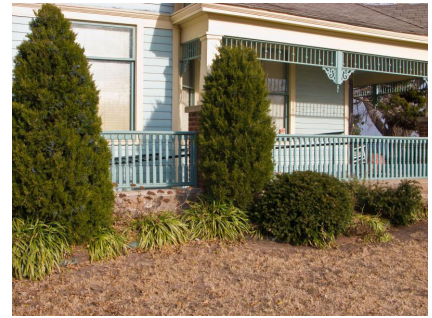
Ramps should be located to minimize the loss of historic features and overall preserve the historic character of the property.

- **Standards for bypass:**
 - *If temporary/emergency and not permanently attached to building on any side.*
 - *If portable.*
 - *Rear of the structure, not visible from the front right-of-way.*
- **Add Safety Aids Carefully.** *Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.*
- **Doorways.** *In an emergency situation, a rear entryway modification application is approved by bypass.*
- **Home Security Devices.** *Electronic detection systems may be installed.*
- **Mailboxes.** *Mailboxes and mail slots should be simple and as unobtrusive as possible. Mailboxes designed with the time period of the house are allowed.*

4.7.2 Guidelines for Accessibility, Health, and Safety Considerations

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 **Access Ramp.** *If an access ramp needs to be installed due to a change in mobility, it should be located on the rear to minimize the loss of historic features and should preserve the overall historic character of the property. Accessibility aids should be temporary structures that are removable. Permanent ramps and aids will be considered when no other options exist and will be evaluated on a case by case review.*
- .2 **Lifts Require Approval.** *Accessibility aids such as ramps or lifts that require concrete, brick or other more permanent foundations require review by the Historic District Commission.*
- .3 **Modify Doorways Carefully.** *A front doorway is a critical design element in a historic structure and is not appropriate to modify. Rear doorways can be modified when there is no other option. The installation of offset hinges can provide additional width to an opening without physical change to the opening by allowing the door to swing out.*

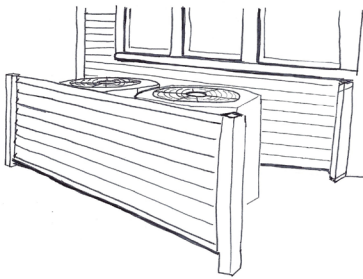


Ramps are essential for universal access. They can be installed sensitively as this one at the Mary Abbott House, 231 E. Symmes.



This ramp is successful because it incorporates design elements from the house and is well screened with landscaping.

4.8 Mechanical, Electrical, and Communication Equipment



HVAC units with fence screen

Energy conservation, replacement or upgrading of inadequate utility service and the introduction or upgrading of mechanical systems are typical concerns of property owners today. In historic districts, it is important to ensure that these very real concerns are addressed in ways that do not damage or diminish the historic character of the building, site, or district.

Satellite Dishes. Satellite dishes, if anchored to the ground by means of a pole, base, or slab are considered structures and may require a Certificate of Appropriateness.

New Mechanical or Communication Systems. Systems that include outside units or equipment such as condensers, ventilators, solar collectors, satellite dishes, and large antennas, should be located and installed so that they do not damage or diminish the historic character of the building, site, or district. An inconspicuously located outdoor unit can often be further screened by plantings or fences.



HVAC unit with planted screen

Utility Lines. Although utility lines and poles have long been present in the districts, attention should also be given to consolidating old and new utility and communication lines where possible to avoid overpowering the landscape with additional overhead wires. If a new or upgraded power supply will necessitate an additional pole and overhead wires, the use of underground cables may be preferable to prevent visual intrusion.

Ordinary Maintenance

- Installation of mechanical or electronic equipment such as HVAC systems provided that the location does not obstruct or otherwise detract from the view of the front façade. In the instance of corner lots, both street-facing façades shall be considered as front façades.

Recommendations

- **Line of Sight.** Mechanical equipment shall not be within line of sight.
- **Rooftop Equipment.** Place rooftop mechanical equipment out of pedestrian sight lines.
- **Ground Mounted Equipment.** Place ground mounted mechanical equipment behind the line of the front façade and screen with planted material or fence screen.
- **New Window A/C Units.** New window air-conditioning units may be used but should not be placed in front or side façades.
- **Existing Window A/C Units.** Existing window units should be replaced in-kind and may remain in its original location. Avoid the installation of air conditioning and electrical equipment on the prominent face of the house; only install equipment in such a way that it does not damage the historic building fabric.



Avoid installing satellite dishes and large antennas on locations visible from the street.

4.9 Utilities and Energy Retrofit

History and Development

In Norman Historic Districts, many energy-conserving site and building features illustrate the sensibility of an earlier era to issues of climate and energy efficiency. Thoughtfully located shade trees buffer residences and sidewalks from the hot summer sun. Projecting porches provide shaded outdoor space and lessen the impact of harsh sunlight on the building's interior. Operable windows and awnings allow occupants to control the introduction of sunlight and breezes within the building. An understanding of how such historic features enhance energy efficiency is critical to maximizing the energy efficiency of historic buildings.

Policy

Energy conservation, replacement or upgrading of inadequate utility service, and the upgrading of mechanical systems are ever-growing concerns to owners of historic properties. In historic districts, it is important to ensure that these very real concerns are addressed in ways that do not damage or diminish the historic character of the building, the site, or the district.

Things to Consider As You Plan

In considering energy retrofit options, property owners should be sure that the inherent energy-conserving features of the building are being used and maintained. Consider replacing lost shade trees and introducing additional strategically located shade trees. Besides trees, typical retrofit measures include installation of storm windows, storm doors, additional weather-stripping, insulation, and installation of more energy-efficient mechanical systems. All retrofit measures must be reviewed with their impact on the historic character of the building and the district in mind.

Storm Windows. Following any necessary repair of windows to ensure their weathertightness, storm windows can provide additional efficiency. If a property owner chooses interior storm windows, they should be tension-mounted with airtight gaskets. On both exterior and interior storm windows, the ventilating holes must be kept open to prevent condensation from damaging the window or the sill. For more information on selecting new screen and storm doors see Sections 3.5 and 3.6 for Windows and Doors.

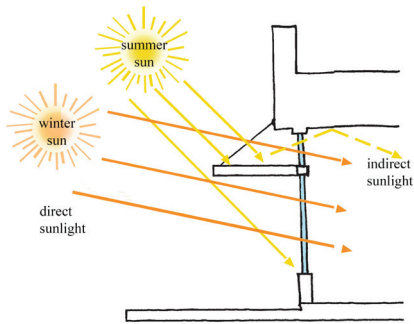
Window Awnings. Historically, fabric window awnings were conservation features that also provided opportunities to introduce color.

Alternative Energy. Alternative energy, such as solar and wind, can be a benefit to the energy use of a building but only if the energy efficiency maintenance of the building has been addressed appropriately.

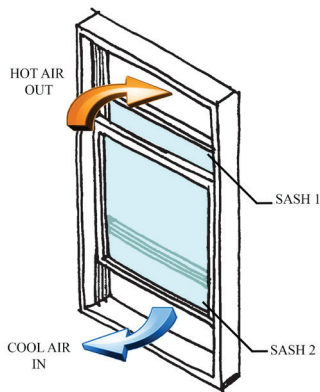


Window awnings may serve as an energy saver by regulating the amount of sunlight entering the structure.

A Well-Maintained Building Is A Sustainable Building



Canopy works as a light shelf allowing indirect light through the transom.



Double-hung windows allow for natural ventilation and better control of airflow.

Weatherization and Insulation. Having a comfortable living environment and saving energy are important components to sustainability. The goal with weatherization is to keep the outside out and the inside in. The Secretary of the Interior has guidelines specifically for addressing sustainability in historic buildings.

Recommendations

1. The first step in weatherization is to address air infiltration. Begin with the least invasive and most cost-effective weatherization measures, such as caulking around openings and weather stripping of doors and windows.
2. The second step, if necessary, is to install a breathable insulation in the exterior cavities such as attic, underfloor, and exterior wall if accessible. At no time should historic siding be removed to install insulation.
3. Appropriate insulation materials might be fiberglass batt, rockwool or mineral wool. Loose fill blown-in insulation such as cellulose or fiberglass are acceptable. Installation of insulation in under floor and attic space should always be adequately ventilated.
4. The Secretary of the Interior’s Guidelines for Sustainability do not recommend “Using wet-spray or other spray-in insulation that is not reversible or may damage historic materials.” Removing spray foam in the future is difficult and can cause damage to the building.
5. Inappropriate insulation that does not allow the original building to breathe can trap moisture and mask water leaks. This can cause wood to rot and the building frame to deteriorate.
6. Radiant barrier, in the form of “paint” or film can be installed on the underside of the roof in unfinished attic space. The radiant barrier can reduce the heat buildup in the attic which makes the living space below more comfortable and reduces energy bills.
7. Underfloor insulation can be installed between floor joists if the building is elevated off the ground and will improve physical comfort without trapping moisture. Underfloor crawl space should always maintain cross ventilation.

Ordinary Maintenance for Energy Efficiency

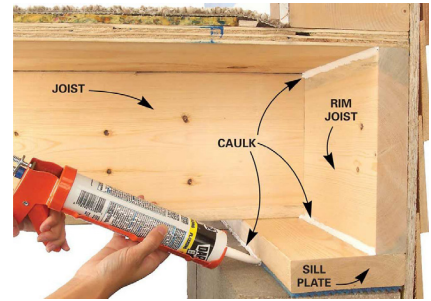
- Identify ways to reduce energy consumption and enhance comfort without destroying original features. Start with small steps that can make a big difference. Caulk and weather stripping can enhance the performance of a well-maintained historic window. A replacement window often must be replaced again in a few years because the window fails and fogs.
- A well-maintained wood window can be more energy efficient than an inexpensive replacement. Aluminum is a conductor of heat and cold while wood is an insulator.

- Installing replacement windows that reduce the size of the original opening changes the character of the building, reduces the natural light and the potential ventilation.
- Light colored Low-E energy efficient film can be applied to the interior of windows to reduce solar heat gain without dramatically changing the appearance of the window.
- Interior or exterior storm windows can be installed to improve energy efficiency. Care should be taken to choose a compatible storm window that matches the original design.

4.9.1 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- **Storm Windows.** *The installation of storm windows does not require a Certificate of Appropriateness; however, if metal storm windows are installed over wood windows, avoid unfinished or clear anodized aluminum finishes. Exterior storm windows should be painted to blend with surrounding elements (typically the window frame and sashes) and match existing trim color and window styles.*
- **Solar Panels.** *Solar panels can be installed where they do not detract from the building such as on the “back” side of the house, or on the roof where they are not visible from the street or public view.*
- **Free-standing Solar Racks.** *Solar racks can be installed at the rear of the property to create a shade structure or can be installed on an outbuilding, such as a garage roof.*
- **Skylights.** *If flat in profile and positioned away from public view, skylights can be installed in older houses.*



Caulking around openings is the least invasive and most cost-effective weatherization measure.



Fiberglass batt is an appropriate insulation material.



Mineral wool is also an appropriate insulation material.



Spray insulation is not recommended since it can trap moisture and mask water leaks, causing wood to rot.



Not recommended - solar roof panels have been installed at the rear, but because the house is situated on a corner, they are highly visible and negatively impact the character of the historic property. (Source: NPS)



Solar panels, which also serve as awnings, were installed in secondary locations on the side and rear of this historic post office and cannot be seen from the front of the building. (Source: NPS)



Free-standing solar panels have been installed where they are visible but appropriately located at the rear of the property and compatible with the character of the building. (Source: NPS)



Solar panels were installed appropriately on the rear portion of the roof on this historic house that are not visible from the primary elevation. (Source: NPS)

4.9.2 Guidelines for Utilities and Energy Retrofit

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

1. **Retain Inherent Energy-Conserving Features.** *Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, as well as operable windows, transoms, shutters, and blinds.*
2. **Use Traditional Energy-Saving Practices.** *Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weatherstripping and caulking, and by introducing energy-efficient features such as awnings, operable shutters, and storm windows and doors, where appropriate.*
3. **Skylights.** *Skylights can add light to interior spaces and make attics spaces more useable. Bubble-dome skylights are not appropriate for buildings within historic districts.*
4. **Solar Panels.** *Avoid installing solar panels on the street side of the house or permanently altering roof with the installation of solar panels. Panels should be installed flat and not alter the slope of the roof. They should be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.*
5. **Compatibility.** *Use solar panels and mounting systems that are compatible in color to the property's roof materials.*
6. **Free-Standing Solar Racks.** *Free-standing solar racks can be installed at the rear of the property to create a shade structure or can be installed on an outbuilding, such as a garage roof.*
7. **Low Pitch Roofs.** *Low pitch roofs and low-profile panels may be installed on non-street-facing roof planes. Avoid roof racks that elevate the panels or are at a different pitch than the roof. Solar shingles may be installed on sloped roof-surfaces and are less intrusive than panels. However, removal of historic material should be avoided.*
8. **Flat Roofs.** *Flat roof structures should have solar panel installations set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from public right-of-way.*

4.10 Recommendations for Color

A Certificate of Appropriateness (COA) is not required for painting properties in Norman historic districts. However, color is an important element of neighborhood appearance.

History and Development

During the first quarter of the century, when the Chautauqua and Miller neighborhoods were being constructed, many bungalows and Colonial Revival style residences were painted white. Popular colors for other styles included muted earth tones or grays, with black sometimes used as a trim color.

A well-executed exterior color scheme can dramatically alter the appearance of a building. Likewise, the application of garish colors on a building can overpower its architectural character and compromise its integrity. Although an exterior paint job is not an irreversible change to a building, it is a highly visible and relatively expensive one, so a careful study of the style of the building, the surrounding streetscape, and the region's climatic conditions makes sense.

Things to Consider As You Plan

The following suggestions should provide guidance in painting historic structures:

- Consider building style. When selecting paint colors for historic properties, consider the style of the residence. Note mortar color in any masonry such as foundations or porch piers and select a color scheme that is compatible with the mortar color.
- Avoid painting unpainted masonry. Unpainted brick and masonry should not be painted. If masonry is already painted, keep paint in good repair to protect masonry underneath.
- Match new masonry with existing. If new brick or stone is used on an addition or for repair, it should be identical or similar in color, style, shape, and texture to the original material.
- Match mortar color. When mortar is applied to new additions or used for repair or repointing, match the old mortar in color, composition, and texture.

Maintain Your Investment. Routine cleaning of painted surfaces is an important maintenance step. Often, washing of a previously painted exterior with a garden hose will reveal that the paint film is intact under the surface dirt or mildew. However, power washing can damage intact paint layers and force water into the wall itself.

The success and longevity of any paint job depends primarily on the quality of the surface preparation and the paint. Proper preparation includes removing all loose or peeling paint down to the first sound paint layer.

Stripping intact layers of paint is unnecessary and undesirable from both a historical and a practical standpoint. Often, only hand-scraping and hand-sanding are necessary for removing loose paint.



Natural colors work in harmony with the color of the house.



Brick has an inherent natural color and should not be painted or sealed.



Compatible colors create harmony in the façade.



Color schemes should tie a building together and create harmony in the façade.



Color can be used to highlight details.



Consider the architectural style before choosing a paint color. What is appropriate for this house, might not be appropriate for a Tudor style.

Avoid Destructive Methods. Destructive paint-removal methods such as sandblasting, waterblasting, or using propane or butane torches, can be very destructive to historic buildings because they irreversibly damage historic woodwork, soft metals, and masonry, and they are potential fire hazards. However, if paint is severely deteriorated and gentler methods are not successful, thermal devices such as electric hot-air guns may be used with care on decorative wooden features, and electric heat plates may be used with care on flat wooden surfaces. Similarly, chemical paint strippers may be used to augment gentler methods, but the surface must then be neutralized to allow the new paint film to bond.

Mildew can ruin a new paint job. Eradicate it before repainting by using either a commercial preparation containing 5 percent calcium hypochlorite or a homemade solution consisting of 3 quarts of warm water, 1 quart of chlorine bleach, 2/3 cup of borax, and 1/2 cup of household detergent. Either solution should be applied with care using a soft scrub brush, and thoroughly rinsed off. Keep the solution off your skin.

Once wooden surfaces have been cleaned, scraped, and sanded, any exposed surfaces should be primed with a high-quality exterior primer, and all open joints should be recaulked (not including the horizontal lap seam of clapboard siding) before repainting with a compatible paint. Although the color is more uniform and less translucent than the early, less homogeneous oil paints, today's high-quality latex and acrylic semi-gloss paints provide a similar appearance. Preparation for painting stucco and previously painted brick or stone is similar to that for painting wooden surfaces.

Accent Details With Color. Generally, the body of the building is a natural material or is subdued to serve as the base or background for lighter, brighter trim colors which can highlight the details. Color can be used to accent the details of buildings or highlight the entry by painting the doors a different color.

Original Color Scheme. To find the original color scheme of a building, gently scrape away layers of paint to reveal the paint history. When matching paint samples, it should be noted that the original probably faded in the sun, so research areas that might have been protected to find a color truer to the original.

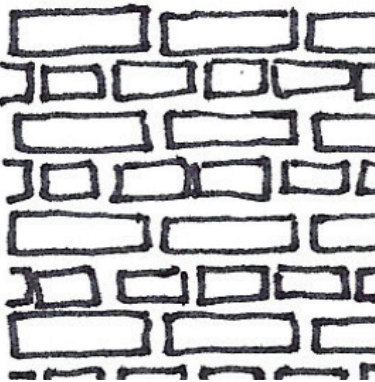
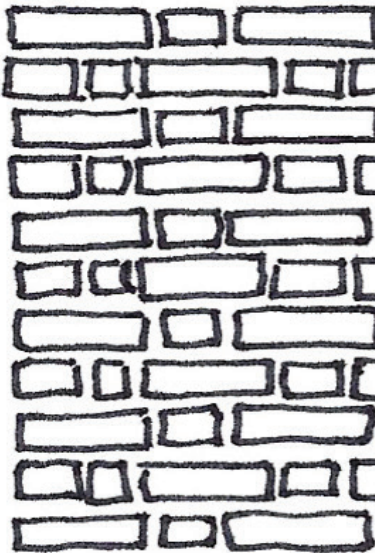
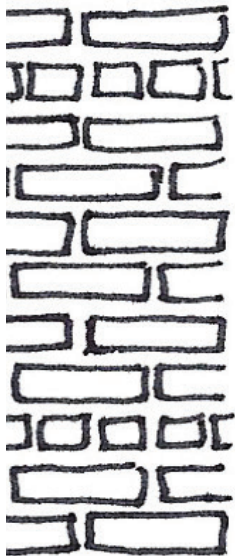
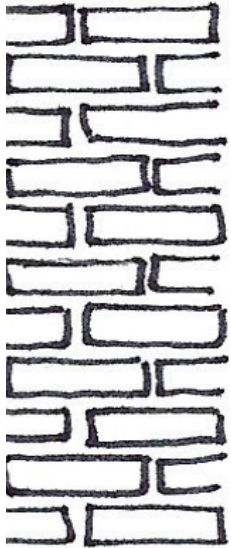
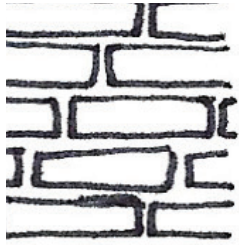
For a compatible color scheme, research the colors that were available at the time your building was built. Most paint manufacturers can provide that information.

Paint colors vary according to the style and period of the building. Stylebooks are available from most paint manufacturers and offer color schemes commonly used and appropriate for the building. For example, color schemes for a Folk Victorian are not appropriate for a Craftsman style house.

Color schemes should tie a building together and create harmony in the façade.

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SECTION 5

BUILDING
MATERIALS



Wood brackets, sometimes known as knee braces, are common decorative support elements on bungalows.



Brackets are sometimes used to support bay windows on bungalow structures.



A shed roof supported by brackets provides shade, decorative detail, and support on a Craftsman structure.



Gable returns highlighted by a multi-color paint scheme are very attractive details on a front gable, gambrel roof structure.

5.1 Wood Features

History and Development

Wood was the most commonly used building material in early Norman neighborhoods. The structural system of most homes is a wood framework referred to as balloon framing; this was a Victorian-era building innovation that set up all exterior load-bearing walls and partitions with single vertical studs and nailed the floor joists to those studs. Clapboard, flush siding, board and batten, or textured siding (consisting of patterned wooden shingles) was then applied to the exterior.

Depending on the styles of the era and the taste and financial resources of the owner, decorative details were added. For example, decorative wooden moldings, brackets, pediments, balustrades, and columns embellished early Norman buildings. Porches, fences, and storefronts often were constructed of wood as well.

Policy

Character defining wooden features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as You Plan

- A regular inspection and maintenance program involving caulking and sealing, carpentry, cleaning, and painting will help to keep problems with wooden features and surfaces manageable.
- Flexible sealants and caulking protect wooden joinery from moisture penetration as the wood shrinks and swells. A sound paint film protects wooden surfaces from deterioration due to ultraviolet light and moisture.
- If a wooden feature or surface remains damp for extended periods of time, the possibility of mildew, fungal rot, or insect infestation increases dramatically.

Maintenance

The following are suggestions for maintaining historic wood surfaces and features:

- Inspect regularly for signs of moisture damage, mildew, and fungal or insect infestation.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
- Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
- Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
- Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.
- Clean painted surfaces regularly by the gentlest means possible and repaint them only when the paint film is damaged or deteriorated.

- Repair historic wooden features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

Use Gentle Cleaning Methods. Clean wooden features and surfaces using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Destructive methods such as sandblasting, power washing, or propane or butane torches are very damaging to old wood, and torches are potential fire hazards. Thermal devices such as electric hot-air guns may be used with care on decorative wooden features, and electric heat plates on flat wooden surfaces. Similarly, chemical paint strippers may be used to augment gentler methods, but the surface must then be neutralized to allow the new paint film to bond.

Use Preservatives. The application of wood preservatives or the use of pressure-treated lumber (wood chemically treated with preservatives during manufacture) can also extend the life of wooden elements and surfaces. However, some pressure-treated wood must be allowed to weather for six to twelve months before it is primed and painted.

Avoid Stripping. On exterior surfaces do not strip historically painted surfaces down to bare wood and apply clear stains or finishes to create a natural wood appearance.

A Word of Caution. Beware that historic structures are likely to have lead paint on painted surfaces both inside and out. For your own protection and the protection of the environment, consult the following website for safe removal practices.

- https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines

Selective Replacement. Repair or replacement of deteriorated wooden elements or surfaces may involve selective replacement of portions in-kind through splicing or piecing, or it may involve the application of an epoxy wood consolidant to stabilize the deteriorated portion in place. Specifying decay-resistant wood species for replacement of deteriorated wooden elements and surfaces may prevent future deterioration.

Avoid the Synthetic Siding Trap. Resurfacing a wooden building with synthetic siding materials, such as aluminum, vinyl, asbestos, and asphalt, is usually a short-sighted solution to a maintenance problem. In fact, these synthetic materials may hide signs of damage or deterioration, preventing early detection and repair. At their best, synthetic sidings conceal the historic fabric of a building. At their worst, synthetic sidings remove or destroy with nail holes the materials and the craftsmanship that reflect Norman's cultural heritage. Synthetic sidings also allow for new rot to go undetected. Because the application of synthetic sidings does grave damage to the character of most historic buildings, it is not appropriate in the historic districts.



Attic ventilation is accomplished through the use of decorative wooden louvers in a roof gable.



The corner of this Prairie-style porch has a wealth of wood details: molded columns, exposed rafter tails, and massive cross beams.



Knee braces support this shed roof over several pairs of windows.

5.1.1 Guidelines for Wood

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):



Wood dormers and full-height porch columns highlight this Neoclassical-style structure, originally a sorority house.



A gable supported by wood braces provides a decorative covered entrance on this National-style structure in the Miller District.



Decorative collar beams spanning a porch gable are characteristic of high Craftsman style.

- .1 **Preserve Original Features.** *Retain and preserve wood features that contribute to the overall historic character of a building, including siding, shingles, cornices, brackets, pediments, columns, balustrades, corner boards and architectural trim.*
- .2 **Replace Only Deteriorated Elements.** *Replace only the deteriorated detail or element in-kind rather than the entire feature if replacement of a deteriorated detail or element of a wooden feature is necessary. Match the original detail or element in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*
- .3 **Replace Missing Features.** *Replace missing wooden features based on accurate documentation of the missing original or a new design compatible in scale, size, material, and texture, with the style, period, and design of the historic building and the district as a whole. Consider compatible substitute materials only if using the original material is not technically feasible.*
- .4 **Avoid False Historical Appearances.** *Features or details should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country or not original to this historic structure.*
- .5 **Rotten Wood.** *Replace rotted wood that is in contact with the ground with a chemically treated wood to prolong the life of the feature. This can be done on skirting and steps. Treated wood can be used to rebuild lattice skirting by cutting strips from standard treated 2 x 4 material.*
- .6 **Rough Sawn Wood.** *Avoid using rough sawn wood as is not appropriate for installation in historic buildings.*
- .7 **Skirts.** *All solid skirt materials should have vents installed to allow air to pass under the house and eliminate moisture from the wood foundation.*
- .8 **Treated Wood.** *All treated wood should be thoroughly dried prior to installation*
- .9 **Cleaning.** *Do not use excessive water pressure or sandblasting on wood surfaces as it pits the wood.*
- .10 **Defining Features.** *Corner boards and window trim are character defining features on houses with wood siding; they are frequently removed when alternative siding is installed.*

5.2 Masonry Features

History and Development

Brick foundations are quite common in the districts; stone foundations are far less typical. Clay tile roofs and a number of slate roofs distinguish a few early Norman buildings. Although clapboard siding is most typical in residential districts, some brick and stone are also found there.

A variety of historic masonry materials such as brick, terra-cotta, limestone, stucco, slate, concrete, cement block, and clay tile are employed for a range of distinct features including sidewalks, driveways, steps, walls, roofs, foundations, parapets, and cornices.

Policy

Site features as well as building elements, surfaces, and details executed in masonry materials contribute a great deal of texture to Norman's Historic Districts and should be preserved.

Things to Consider As You Plan

- Masonry surfaces require minimal maintenance and are known for their durability. They develop a patina over time and should be cleaned only when heavy soiling or stains occur. Gentle cleaning using a low-pressure water wash with detergent and the scrubbing action of a natural bristle brush will usually accomplish the task.

Maintenance

The following are suggestions for maintaining historic masonry:

- Inspect surfaces and features regularly for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
- Use appropriate repair methods. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, or patching damaged or deteriorated masonry. It is not appropriate to apply a waterproof coating to exposed masonry rather than repair it. The use of clear silicone coatings on masonry surfaces may be appropriate when dealing with water infiltration issues.
- Use only gentle cleaning methods. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible. Repaint painted masonry surfaces when needed. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. Sandblasting, high-pressure waterblasting, and power washing are very destructive to historic masonry surfaces and should be avoided.



This Colonial Revival-style masonry structure has a wood porch with a roof line balustrade.



This porch has brick columns with a decoratively curved masonry return wall.



These brick columns on a Craftsman structure also include cast concrete capitals and details.



Stone porch columns are fairly unusual in Norman's Craftsman structures.



This bungalow has a full-width porch with stone cladding and an unusual elliptical opening.



Stucco and half-timbering convey a cottage like atmosphere on this Tudor Revival structure.



This Colonial Revival structure includes a pedimented front porch and rhythmic dormers.



Details such as stucco-clad half columns and planters adorn the Jacobson House.

Do Not Paint Masonry Surfaces. The painting of unpainted masonry surfaces is not considered appropriate because it conceals the inherent color and texture and initiates a continuing cycle of paint maintenance. However, the repainting of previously painted masonry is encouraged over attempts to remove the paint films chemically or abrasively.

Repointing. Choose mortar for repointing very carefully — Portland cement is not mortar! In a proper repointing, the new mortar will match the visual and physical properties of the original mortar, including its strength. Mortar high in Portland cement content exceeds the strength of historic brickwork and will deteriorate it. The new mortar joint should match the original in width and profile. Moisture damage may also cause a stucco coating to separate from its masonry backing. To repair it, remove any loose or deteriorated stucco and patch the area with new stucco to match the original in composition, texture, color, and strength. Moisture penetration, with subsequent damage to a masonry wall, is often the result of open or deteriorated mortar joints. The wall can be repaired through skillful repointing of the joints with new mortar. Before repointing, any loose or deteriorated mortar must be removed with hand tools, taking care not to chip or damage the surrounding masonry.

Selective Replacement. If masonry units themselves are damaged or missing, replacement units should match the original as closely as possible in design, material, dimension, color, texture, and detail. Beyond the individual units, any bond pattern or detailing of the original feature should be duplicated. Given the selection of brick and stone units available today, replacement in kind is generally not an issue. Consequently, substitution of materials or masonry systems such as concrete units for brick or EIFS for traditional stucco is not appropriate for use in historic structures.

5.2.1 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

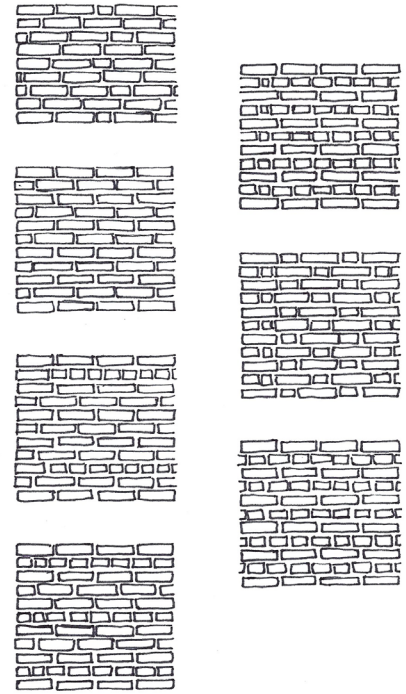
- **Chimneys.** *Primary chimneys are a character-defining masonry feature of historic structures and should be preserved. A non-functional, secondary chimney visible only at the roof may be considered for removal on a case by case basis per Administrative Bypass.*

5.2.3 Guidelines for Masonry Features

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .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.*
- .2 Preserve Original Materials and Details.** *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.*
- .3 Replace Only Deteriorated Elements.** *If replacement of a deteriorated detail or elements of masonry feature is necessary, replace only the deteriorated in kind rather than replacing the entire feature. Consider compatible substitute materials only if using the original material is not technically feasible.*
- .4 Replace Surfaces Only as Necessary.** *Replace large masonry surfaces in-kind only as necessary, matching the original in design, detail, dimension, color, pattern, texture, and material.*
- .5 Replace Missing Features.** *Replace missing masonry features based on accurate documentation of the missing original or a new design compatible in size, scale, material, and texture with the style, period, and design of the historic building and the district as a whole. Consider compatible substitute materials only if using the original material is not technically feasible.*
- .6 Preserve Unpainted Surfaces.** *Painting unpainted masonry surfaces is prohibited.*
- .7 Chimneys.** *If a chimney, often used as a flue rather than fireplace, is to be removed from the interior of the house, retain the portion above the roofline. A platform will need to be constructed in the attic to carry the weight of the brick.*
- .8 Demolition of Chimneys.** *Chimneys are a character defining feature and should be retained and maintained. If the foundation of the chimney has failed or the chimney is badly deteriorated, the chimney can be carefully dismantled and reconstructed using original materials or materials matching the original. Mortar should match the original in composition and joint profile.*
- .9 Portland Cement.** *At no time shall portland cement be used as the mortar for historic masonry.*

COMMON MASONRY BOND PATTERNS:



Bond pattern refers to the design formed by masonry units and mortar joints, and is a character defining feature to be retained.



This Colonial Revival house is decorated by a brick arch and keystone over the front entry.



Colonial Revival style houses are typically constructed of brick.



The Norman Public Library has a brick façade with carved stone ornaments.



When cleaning brick, use the gentlest means possible.



Brick siding is also common in Tudor Revival style construction.

5.3 Brick

Policy

Character defining brick features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Brick walls are constructed by stacking single pieces together to create a pattern. Most wall patterns have a defined horizontal line.
- Several more contemporary houses have a brick veneer siding material over them.
- Brick is also used to create decorative features that should be preserved. These features are usually found around openings on a building, at the top of buildings to create a cornice, or as a detail to add to the horizontal organizations of the building block.
- Brick is typically used for chimney construction and, occasionally, for the construction of foundations.
- Chimney tops are usually constructed with decorative brick detailing or corbel. The mortar in this portion of the chimney is frequently loose or missing due to weather.
- Rough-faced concrete block, which resembles the look of stone, is used as a residential building material for skirt and wall construction.

5.3.1 Guidelines for Brick

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- 1 Retain Original Material.** *Retain and maintain the original brick or block material. Installing brick or block where these materials were not originally used is prohibited. Installing brick on the walls of a house that originally had wood siding is prohibited as it changes the character of the house and can destroy the wood beneath.*
- 2 Mortar.** *Replace loose or missing mortar with one of the same composition as the original. Mortar is important to the integrity of the brick wall. If the mortar is missing, its replacement should match the historic mortar in composition, color, and joint width. Use a sand-lime recipe for mortar, which is compatible with the old brick.*
- 3 Detailing.** *It is important to preserve brick detailing because it adds to the character of the building.*
- 4 Chimneys.** *Avoid removing chimneys, rather repair and maintain them.*
- 5 Flashing.** *Repair or replace flashing as needed to ensure a watertight connection between the chimney and roof.*

- .6 **Cleaning.** *Historic buildings should be cleaned in the gentlest means possible which typically includes water and soft bristle brushes. Sandblasting and high-pressure washing can cause irreparable damage to brick and are not permissible.*
- .7 **Chemicals.** *Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the brick.*
- .8 **Cement.** *Modern masonry mortar has cement as a main ingredient, which is too hard for historic brick. A high cement content will trap moisture in the brick and cause it to deteriorate.*
- .9 **Paint.** *Brick is a clay material that “breathes”; it does not require paint like its metal or wood counterparts. Some coatings can trap moisture in historic brick causing damage to mortar and interior finishes. Changing the appearance and scale of a brick building by painting it is prohibited.*



It is important to preserve brick detailing since it adds to the character of the building.



The repainting of previously painted masonry is encouraged over attempts to remove the paint films chemically or abrasively.



Avoid removing chimneys, rather repair and maintain them.

5.4 Stone

Policy

Character defining stone features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Stone is used in the construction of commercial buildings, residential houses, foundations, retaining walls / fences, and details.
- Field stone or stone rubble refers to stone that varies in size and has an undefined shape. The uneven face of stone rubble and uneven size of the pieces provide a unique visual appearance.
- Cut stone is a precisely shaped stone, usually with a smooth face. It is frequently used as a decorative element on buildings or as a way to accent an opening. Cut stone can also have a great amount of detail, such as on columns and capitals.
- The stone walls are put together with soft lime mortar in the same way brick walls are. The mortar should not be harder than the stone.
- Stone can be cleaned with a mild solution of soap and water. Sand-blasting and high-pressure washing can cause irreparable damage to stone and are not permissible.
- Another use for stone in Norman can be found in walkways and planter beds.



Front façade with stone rubble.



Cut stone siding.



Contemporary house with stone skirting.



Cut stone piers and columns.



Cut stone siding on Ranch Style house.

5.4.1 Guidelines for Stone

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- 1 Replacing Deteriorated Elements.** *Replace deteriorated stone with stone that matches the original in color and texture.*
- 2 Mortar.** *Replace deteriorated or missing mortar with mortar of the same composition as the original in composition and color.*
- 3 Portland Cement.** *Portland cement, or masons mortar, is too hard and will cause the stone to deteriorate and crumble.*
- 4 Foundation.** *It is not recommended that stone be added to the foundation or face of a house.*
- 5 Drainage.** *Retain stone walls and drainage beds.*
- 6 Site Design.** *Use stone as a site design material for features such as walks, walls, and planter beds.*
- 7 Chemicals.** *Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the stone. Some chemicals may burn the face of stone.*

5.5 CMU

Policy

Character defining CMU features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Concrete masonry units (CMU), “concrete block” or “cinder block,” are both a historic building material and a modern one. It is a masonry material such as brick and stone but of a larger size and material content. The standard size is 8x8x16. It is assembled with the use of mortar.
- Historic concrete block has a rusticated face and was made to imitate stone. It appears as the primary building material on several houses in the historic district and on foundation walls.
- “Smooth” faced concrete block is a common material for commercial buildings as well as modern residential buildings. Modern concrete block is a porous material and is often painted or plastered with a smooth surface.
- Concrete block is often used in landscape construction for walls and columns.



Painted concrete block should remain painted.

5.5.1 Guidelines for CMU

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 Retain Original Materials.** *Recognize concrete block as a building material and maintain it.*
- .2 Mortar.** *Replace deteriorated or missing mortar with mortar of the same composition and joint profile.*
- .3 Paint.** *Painted concrete block should remain painted.*
- .4 Landscape.** *Retain and maintain concrete block in landscape features. This may include repairing or reconstructing foundations.*

5.6 Synthetic Materials / Stucco

Policy

Character defining features and surfaces of stucco or synthetic materials on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Stucco is not commonly used on houses in historic neighborhoods in Norman. Only a few examples appear to be part of the original style, although stucco has been applied on a few wood-frame and wood-sided houses.
- Stucco should not be used to cover historic building materials due to the damage its application causes to the underlying building material; however, it may be used in new construction.
- As is true in most American cities, synthetic siding materials have been installed over original building materials such as wood siding.
- Asbestos siding, in the shape of shingles, is the oldest synthetic siding material used in residential construction.
- Asbestos shingles are not detrimental to the siding underneath because they breathe and do not trap moisture.
- Aluminum or steel siding followed asbestos as a modern material. Vinyl siding is a common material sold today to cover older wood homes and it can trap moisture when installed over existing wood siding.
- Vinyl and cement fiberboard (Hardieplank) sidings are commonly used in new construction where the substrate is designed differently than traditional construction. Both can trap moisture and cause deterioration.



Stucco siding on a Spanish Revival house with Craftsman style influence.



Asbestos shingle siding.



Stucco siding is commonly used on Tudor Revival style houses.



Stucco siding on Tudor Revival house.



Asbestos shingle siding.

5.6.1 Guidelines for Synthetic Materials / Stucco

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- 1 Retain Original Materials.** *Retain and repair the original building material. Installing any synthetic building material or stucco on top of existing wood is prohibited. Many of these materials can trap moisture in the wall, which will cause the wood beneath to deteriorate. It can also trap moisture in the insulation, which reduces the value of the insulation.*
- 2 Replace Deteriorated Materials.** *Replace only that material which is beyond repair with visually compatible new material. Match the original in profile as closely as possible.*

- .3 Retain Character Defining Features.** *Installing synthetic siding on top of an existing siding as a way of “modernizing” the house or attempting to make the house more energy efficient is prohibited. This changes the character of the original design and frequently destroys the character-defining features of the house and neighborhood.*
- .4 Stucco.** *Stucco is usually a cementitious material that may develop hairline cracks over time. It should be gently washed with low pressure and allowed to dry thoroughly. The application of an elastomeric paint will cover most hairline cracks and provide some flexibility at those locations.*
- .5 Details.** *Such details as corner boards, windows and door surrounds, gable vents and rafter ends are often changed or eliminated when the installation of synthetic materials occur.*
- .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 smoothly sanded with no obvious grain.*

5.7 Metal

Policy

Character defining metal features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Pressed metal is often thought of as an interior ceiling material but was used for cornices and other details on some of the buildings of Norman. Pressed-metal cornices are constructed over a wooden framework. Deteriorated wood should be replaced to provide adequate support for metal cornices. Damage and deteriorated pressed-metal panels can be fabricated and replaced if necessary.
- Aluminum is more contemporary and was used on buildings dating from the 1930s.
- Miscellaneous steel components can also be found on porch columns and porch structures, railings, turnbuckle supports at canopies, downspouts, etc.
- Metal roofs are commonly installed on odd shapes or projections from the wall of the main house. This is the most common application of standing seam metal.
- Corrugated metal roofing is commonly found on outbuildings such as garages and barns. Other sheet metal roofing materials found are “V” crimp and pre-finished metal with a deep profile.
- Ornamental iron columns have been installed to replace wooden columns on some houses and was a “fashion trend” throughout the United States.



Metal roof replacement on Bungalow.



Metal roof on front porch.



Ornamental iron columns

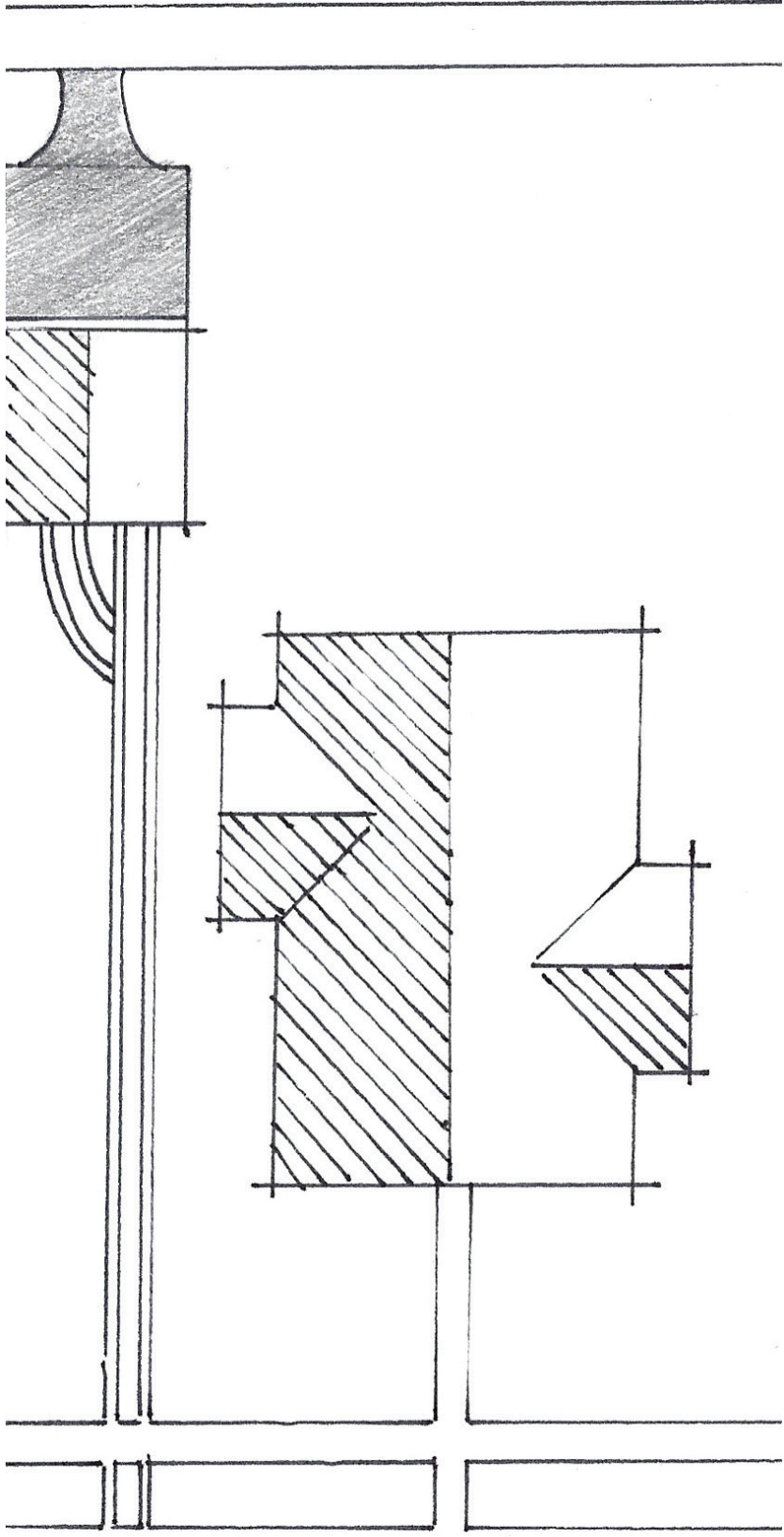
5.7.1 Guidelines for Metal

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- 1 Replacing Deteriorated Material.** *Replace deteriorated metal with new primed metal of the same or compatible material. Metal materials should not be used to replace wood or other historic non-metal materials.*
- 2 Aluminum.** *Aluminum should not replace wood as a building material but is used for cornices and other details on many buildings. This is especially true of doors and windows and their frames. If aluminum appears to be the only option as a replacement material for deteriorated wood, the aluminum should be of similar profile and should have a factory painted finish. Mill finish or “shiny” aluminum should not be used on a historic building to replace a previously painted material.*
- 3 Paint.** *It is important to keep pressed metal, cast iron and steel well painted to avoid rust and deterioration.*
- 4 Decorative Details.** *Retain decorative roof details when replacing the primary roofing material.*

- .5 **Roofing.** *Installing an inappropriately scaled metal roofing material on a house that did not have a metal roof originally is not appropriate. Many of the current metal roofs have an industrial appearance and should be avoided.*
- .6 **Decorative Iron.** *Avoid installing decorative iron work over windows that did not include them in the original design.*
- .7 **Pressed Metal.** *Avoid installing a pressed metal skirt where one did not previously exist.*

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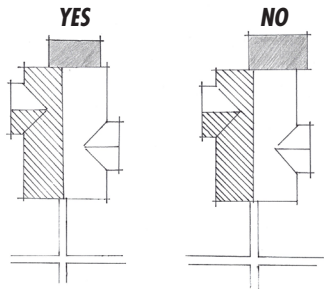


SECTION
6

ADDITIONS
& NEW
CONSTRUCTION

6.1 Additions to Historic Buildings

Additions shall be defined as construction which increases any exterior dimension of an original structure by building outside of the existing walls and/or roof. Additions can be either horizontal or vertical.



Additions made to the rear of historic structures generally have the least impact on the overall appearance of the house.

Over the life of a house, its form may evolve as additional space is needed or new family needs are accommodated. Many houses in Norman’s historic districts reflect their history through the series of alterations and additions that they exhibit. Such changes become significant to the history of the building and the district.

Policy

Additions within the historic districts are appropriate as long as they do not destroy historic features, materials, and spatial relationships that are significant to the original building and site. Further, new additions should be differentiated from the original structure and constructed so that they could conceivably be removed in the future without damage to the original structure.

Things to Consider As You Plan

- When undertaking historic rehabilitation of houses that include non-contributing additions, owners should consider making the addition more compatible with the historic portion of the house. While modern additions should always remain distinct — in other words, complement, don’t copy — owners should consider redesigning additions to complement the historic character of the building rather than detract from it.
- Additions should never compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through their location, size, height, or scale. Negative impacts of an addition to the original building can be significantly diminished by locating the addition on the least character-defining elevation — typically the rear — and by keeping it smaller than the original structure. Additions should never overpower the original building through height, width, or depth. The overall size, scale, form, design, relationship of openings, and selection of materials, details, colors, and features of proposed new additions will be reviewed in view of compatibility with the original building.
- Although designed to be compatible with the original building, an addition should be discernible from it. For example, it can be differentiated from the original building through a break in roofline, cornice height, wall plane, materials, siding profile, or window type.
- The impact of an addition on the building site must be considered as well. The addition should be designed and located so that significant site features, including mature trees, are not lost.



Additions that provide needed living space can usually be added unobtrusively to the rear of historic structures.

6.1.1 Guidelines for Additions to Historic Buildings

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

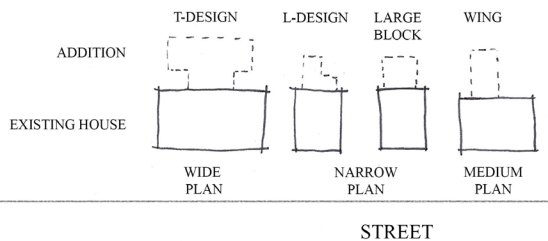
- .1 Make Additions Compatible.** *Additions shall be compatible with the historic building in size, scale, mass, materials, and the pattern of windows and doors to solid walls.*
- .2 Locate Addition Inconspicuously.** *Locate a new addition on an inconspicuous façade of the historic building, usually the rear or side. Additions that alter the front façade are inappropriate for a historic structure.*
- .3 Limit Size and Scale.** *The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.*
- .4 Preserve the Site.** *Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.*
- .5 Avoid Detracting from Principal Building.** *Avoid construction of an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.*
- .6 Differentiate.** *New additions should be easily differentiated from the original historic structure. This can be accomplished by using different but compatible materials or indenting the façade of the addition back from the original structure.*
- .7 Second Floor Additions.** *Depending on design, site orientation, and visibility, creating a second floor in a historic structure can provide much-needed living space that enables long-term habitation. While second story modifications must be fully evaluated by the Commission for their impact on the primary structure and neighboring structures, the addition of a second story that does not change the footprint of the original structure is not considered an addition per se. It is considered a modification and as such may be allowed to violate height restrictions and may be allowed on the back 1/3 of existing house. Applications for such are reviewed on a case-by-case basis.*



A sensitive addition to this Tudor Revival structure maximized living space but remained true to the house’s original design.



A common modification to bungalows is the addition of a small second story or “pop up.”



Examples of appropriate locations and shapes for additions to historic properties.

- .8 Height.** *Additions should not overpower the original structure. Limit any height increases to the rear half of the building.*
- .9 Dormers.** *Dormers may be necessary to meet egress requirements from second story living spaces and should be compatible in design to original structures. At no time are butterfly dormers appropriate on the front roofline.*

6.2 New Primary and Secondary Structures

Infill construction is defined as the erection of a new structure on a vacant lot or the relocation of an existing structure to a vacant lot from another location.

Policy

Infill construction within a historic district can enhance the existing district character if the proposed design and its siting reflect an understanding of, and a compatibility with, the distinctive character of the district setting and buildings. In fact, the introduction of a compatible contemporary building can add depth and interest to the district. New structures should be compatible with the district.

Things to Consider As You Plan

Review Overall Compatibility. The compatibility of new site development with the district setting depends on its compatibility with characteristic district features as well as the retention of the specific site's topography and character-defining site features. The descriptions and guidelines included in Chapter 4, Site and Setting, should be useful in determining the compatibility of proposed site development within a historic district.

The guidelines for various site features, including driveways, fences, lighting, garages, and plantings, apply to both existing site features and proposed development. Because buildings within the historic districts generally display a clear consistency in setback, orientation, spacing, and distance between adjacent buildings, the compatibility of proposed new construction siting should be reviewed in those terms as well.

Let Overall District Character Guide You. The success of new construction within a historic district does not depend on direct duplication of existing building forms, features, materials, and details. Rather, it relies on understanding the distinctive architectural character of the district. Infill buildings must be compatible with that character. Contemporary design generated from such understanding can enrich the architectural continuity of a historic district.

Look Around for Clues. In considering the overall compatibility of a proposed structure, its size, scale, height, form, massing, proportion, and roof shape should first be reviewed. A careful analysis of structures surrounding the building site is essential in determining how consistent and significant each of these criteria is. The overall massing and proportion of the building's front elevation is vital to consider because the front façade will have the most impact on the streetscape. For example, if the street façades of neighboring buildings are vertical in proportion, i.e., taller than they are wide, then maintaining the vertical orientation of the building façade will result in a more compatible design.

A similar study of materials, building features, and details typical of existing buildings along the streetscape, block, or square will provide a vocabulary to draw on in designing a compatible building. Beyond the obvious study of prominent building elements such as porches and storefronts,



This new house takes its design cues from Tudor Revival style though is clearly a product of its own time.



This new bungalow complements neighboring structures in materials, form, size and scale.



This new two-car garage is located in the rear and oriented inwards to minimize its visual impact on the primary structure.

particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and the windows themselves.

Doors and Windows are the Eyes of a House. The appropriate choice of doors and windows is a very important aspect of the architectural character of a house and is important to ensuring a comfortable blend of old and new structures in an historic neighborhood. Doors and windows give the first impression of a structure.

The proportion, shape, location, pattern, size, and material composition of doors and windows contribute significantly to the character of a building and are particularly important in helping identify the style and period of the building. Most early Norman homes were built with true divided light, wood windows, though metal windows were original to a few structures. Therefore, the use of a real wood window is an important detail to consider in making an infill project compatible with its neighbors.

Choose Compatible Materials. Compatibility at the building skin level is also critical. The selection of appropriate exterior materials and finishes depends on the compatibility of proposed materials and finishes in composition, scale, module, pattern, texture, color, and sheen. Chapter 5, Building Materials, also provides pertinent information on traditional materials, features, and details found in the historic districts.

Relocating an Old Building to a New Site in a Historic District. Moving historic structures is usually undertaken to save them from demolition. Often a significant building that is threatened with demolition or surrounded by an incompatible environment without realistic prospects for adaptive reuse can be relocated into a compatible environment. Relocation can result in multiple benefits: saving the building, enhancing the new environment, and increasing the real estate value of the building.

Traditional setbacks for primary structures as per City of Norman Zoning Ordinance are:

- **Front yard:** minimum twenty-five (25) feet. When lot has double frontage, requirements apply for both streets.
- **Side yard:** not less than five (5) feet on each side.
- **Rear yard:** not less than twenty (20) feet or 20% of the depth of the lot, whichever is smaller.

Traditional setbacks for secondary structures such as garage apartments as per City of Norman Zoning Ordinance are:

- **Side yard:** minimum five (5) feet.
- **Rear yard:** ten (10) feet from the rear lot line.

6.2.2 Guidelines for New Primary and Secondary Structures

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 Consider Historic Context.** *Design new structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportion, finished floor elevation, size of door and window openings, and roof shape. Proposals for new construction shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, and design.*
- .2 Select Doors & Windows Carefully.** *Select doors and windows for new buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Sections 3.5 and 3.6 Windows and Door.*
- .3 Select Compatible Finishes.** *Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish.*
- .4 Evaluate Potential for Archaeological Resources.** *Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.*
- .5 Avoid False Historical Appearance.** *New structures should be of their own time period and easily distinguishable from the historic structure.*
- .6 Location of Secondary Structures.** *The appropriate location for a secondary structure should be the rear yard with limited visibility from the street right-of-way. It should be compatible with other accessory buildings on the property, adjacent properties, or the historic district in terms of size, height, scale, and setback patterns.*
- .7 Primary Structures.** *New primary structures should align with the typical setback on the block.*
- .8 Secondary Structures.** *In secondary structures such as cabanas or studios, spacing and size of window and door openings, as well as window to wall proportions should be similar to other historic structures within the block or the historic district.*
- .9 Small Structures.** *108 sq. ft. accessory structures including pergolas, trellises and plastic Rubbermaid storage buildings do not require review, if they are in the rear yard and not visible from the street.*
- .10 Medium Structures.** *109-399 sq ft structures need administrative bypass review, if they are behind the house and not visible from the front.*
- .11 Large Structures.** *Secondary structures over 400 sq. ft. such as garage apartments or large studios for hobbies, craft or art need to be reviewed by the Historic District Commission.*

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SECTION 7

RELOCATION & DEMOLITION

7.1 Relocation of Structures

Relocation is defined as the movement or repositioning of a primary or accessory structure on its original site. Repositioning a building on its original site can provide benefits such as improved site access but it can also result in a loss of integrity of setting and environment, thus compromising the significance of the historic structure itself. Therefore, the decision to relocate a structure must be weighed carefully.

Relocating an Old Building to a New Site in a Historic District. Moving historic structures is usually undertaken to save them from demolition. Often a significant building that is threatened with demolition or surrounded by an incompatible environment without realistic prospects for adaptive reuse can be relocated into a compatible environment. Relocation can result in multiple benefits: saving the building, enhancing the new environment, and increasing the real estate value of the building.

Things to Consider As You Plan

- Because moving structures is complicated, time-consuming, and expensive, it should not be undertaken until every aspect of the project has been considered and evaluated. Both property owners and the Historic District Commission must give full consideration to the architectural and environmental aspects of the situation before addressing the practical problems of moving a structure.

The following questions are useful for evaluating the architectural and environmental context for such a decision:

- Is the structure threatened with demolition?
- Is relocation the only alternative to demolition?
- Is the structure significant enough architecturally or historically to warrant moving it?
- Is the building structurally sound enough to survive a move and be adapted to its new site?
- If the structure is currently sited in a historic district, what is proposed for the site once the structure is removed?
- Will the move adversely affect the overall character of the historic district or of remaining historic structures?
- Will the move damage significant district site features, such as a tree canopy, either en route or on the site?
- If the proposed site for a relocated structure is in a historic district, does the structure fit into the era of the district; is its style, architectural quality, size, and scale compatible with the district?
- If the proposed site for a relocated structure is not in a historic district, what covenants, if any, will be established to preserve the distinctive character of the relocated structure?
- Is there an appropriate and practical new use for the structure on its new site?

The Historic District Commission must issue a Certificate of Appropriateness for the move before any other necessary permits can be obtained. City staff and the Commission will make every effort to assist the property owner through the process.

7.1.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- *Only an accessory structure may be relocated and receive a Certificate Of Appropriateness through administrative bypass.*

7.1.2 Guidelines for Relocation of Structures

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 Document Original Context.** *Before moving a historic structure, applicants and City staff shall document its original setting and context using photographs, site plans, or other graphic or written statements to record the existing site conditions.*
- .2 Protect Existing Structures.** *Ensure that the relocation of a structure will not diminish or damage existing buildings or the overall character of the historic district. Pay particular attention to protection of the tree canopy along the route of the move.*
- .3 Furnish Relocation Site Plans Within District.** *Applicants shall provide the Historic District Commission with detailed site plans for proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.*
- .4 Protect Significant Features.** *Protect significant site features of the original site, the new site, and the route of the move during the relocation.*

7.2 Demolition of Structures

Demolition of significant structures, sites, objects, or mature trees within Norman's historic districts is strongly discouraged. Given the irreversible nature of demolition, full deliberation of all alternatives before action is essential. The criteria that the Historic District Commission will use for the review of demolitions is included in Section 7(a), 7(b), and 7(c) of the Historic District section of the *City of Norman Zoning Ordinance*.

Things to Consider As You Plan

- In considering a request for a Certificate of Appropriateness to demolish a structure within a historic district, the commission will weigh the impact of the proposed demolition on the overall character of the historic district as well as adjacent historic buildings. This includes contributing structures as well as non-contributing. In addition, the commission will consider whether any specific use for the site has been proposed to mediate the loss of the historic structure.
- In Norman, demolition shall be defined as the removal of any structure from its original site. This includes moving a building from one site to another. If demolition of a historic structure occurs without a Certificate of Appropriateness (COA), property owners will be required to obtain a COA for demolition retroactively before a COA for new construction or any City of Norman building permits will be issued.

Recommendations

- Prior to demolition, consider salvageable architectural features and materials for reuse through deconstruction standards.
- Following demolition, clear site of safety hazards and debris.
- Do not remove mature trees from site.

7.2.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass:

- *Demolition of all secondary structures require a Certificate Of Appropriateness.*

7.2.2 Guidelines for Demolition of Structures

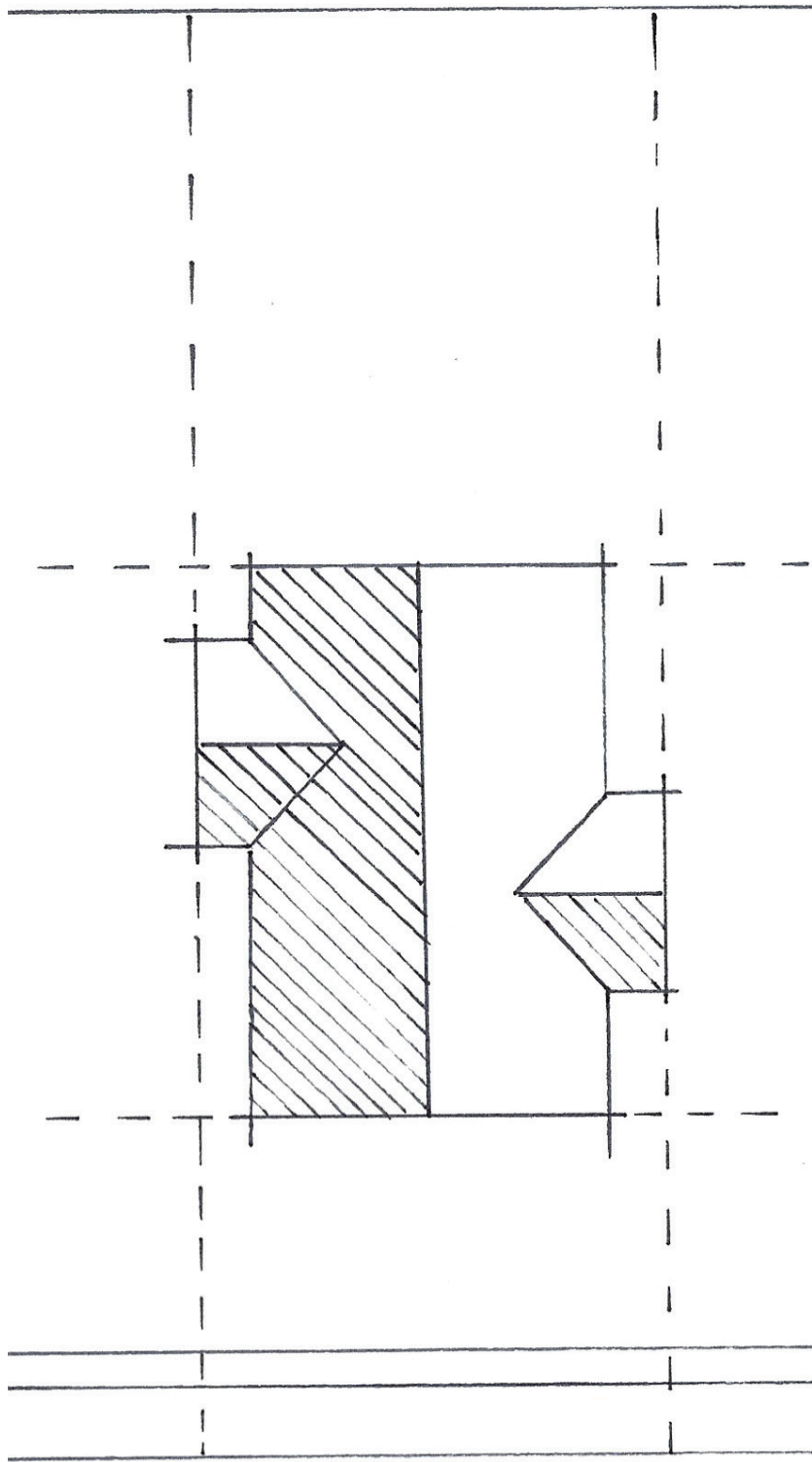
A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

- .1 Submit Site Plan.** *Before demolition occurs, a site plan illustrating any proposed development or introduction of plantings following demolition should be developed and submitted to the commission at the time the request for a Certificate of Appropriateness is made. The documents shall be kept in the commission's files.*
- .2 Document Structure Thoroughly.** *Before demolition, record significant structures through photographs and/or measured drawings as specified by the Historic District Commission and City Staff.*

- .3 Sites To Remain Vacant.** *Sites that will remain vacant after demolition must be properly maintained and free of overgrown vegetation and debris.*
- .4 Engineer Report.** *An applicant must show that unreasonable economic hardship will result from keeping the building, or that the structure has suffered such structural failure that it is determined to be unsafe by building officials or structural engineering report.*
- .5 90 Day Postponement.** *The Historic District Commission may postpone a decision on demolition for up to 90 days in order to allow adequate time for the commission and property owners to explore every alternative to the destruction of the historic resource. After 90 days, the commission may also recommend that City Council enact additional postponement.*
- .6 Additional Postponement.** *If the Historic District Commission recommends additional postponement to the City Council, the City Council shall hold a public hearing to consider additional postponement of demolition. After this hearing, the City Council may approve the demolition or may postpone demolition for an additional period not to exceed 60 days from the date of such order. At the conclusion of this final postponement period, the City Council shall hold another public hearing and may either approve the requested demolition or may disapprove the demolition. In the event demolition is not approved, no demolition shall occur. For purposes of this ordinance, the word "demolition" shall include "removal."*
- .7 Saving Threatened Structures.** *Because the commission and the City Council take the loss of resources in the historic districts and potential historic districts very seriously, use of the delay time is extremely important in reviewing all possibilities for saving a threatened structure.*
- .8 Demolition by Neglect.** *A property owner's failure to properly maintain a historic property can result in its eventual demolition due to the loss of its structural integrity. Such irresponsible treatment of historic structures conflicts directly with the goals of the City in establishing the historic districts.*
- .9 Alternatives to Demolition:**

 - The owner shall enter into a binding contract for the sale of the property,*
 - Approved arrangements shall be made for the structure to be moved to an approved new location, or*
 - The City of Norman shall determine to condemn the property and take it by the power of eminent domain for rehabilitation or reuse by the City or other disposition with appropriate preservation restrictions in order to promote the historic preservation purposes to maintain the structure and protect it from demolition.*
- .10 Replacement Plans.** *Replacement plans shall include project concept, preliminary elevations and master development plans, and completed working drawings for at least the foundation plan which will enable the applicant to receive a permit for foundation construction.*
- .11 Recording Procedures.** *Applicants shall document buildings, objects, sites, and structures, and prepare for the historic preservation officer a salvage strategy for reuse of building materials deemed valuable by the historic preservation officer for other preservation and restoration activities.*

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APPENDICES

Technical Resources

Local Resources

City of Norman

Planning and Community Development

201 A West Gray Street

<http://www.normanok.gov/your-government/departments/planning-and-community-development>

For information on Norman Historic Districts, certificates of appropriateness, and technical assistance, contact the Historic Preservation Officer at (405)366-5322

State Resources

State of Oklahoma Historic Preservation Office

Oklahoma Historical Society

800 Nazih Zuhdi Drive

Oklahoma City, OK 73105

<http://www.okhistory.org/shpo>

For Information on historic structures throughout Oklahoma, the National Register of Historic Places, preservation tax credits, and technical restoration assistance, call (405)521-6249.

Oklahoma Archaeological Survey

111 E. Chesapeake

Norman, OK 73019

<http://www.ou.edu/archsurvey>

For information on archaeological sites, resource protection, and volunteer opportunities, contact the Survey at (405)325-7211.

National Resources

US Department of the Interior

1849 C Street NW

Washington, DC 20240

Office of the Director (202)208-4621

Office of Communications (202)208-6843

Cultural Resource Stewardship and Partnership (202)208-7625

Technical Preservation Services

<https://www.nps.gov/tps/>

Intermountain Regional Office of the National Park Service

12795 Alameda Parkway

Denver, CO 80225

(303)969-2500

For information on all national park properties and NPS activities in AZ, CO, MT, NM, OK, TX, UT, and WY

Preservation Glossary

Architectural Resources — districts, structures, buildings, monuments, sites, or landscaping which possess local interest or artistic merit, or which are particularly representative of their class or period, or represent achievements in architecture, engineering, or design.

Addition — construction that increases any exterior dimension of an original structure by building outside of the existing walls and/or roof. Additions can be either horizontal or vertical.

Aluminum Siding — sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.

Alteration — an act that changes one or more of the exterior architectural features of a structure or its appurtenances, including but not limited to the erection, construction, reconstruction, or removal of any structure or appurtenance.

Appropriate — typical of the historic architectural style, compatible with the character of the historic district, and consistent with the *Norman Historic Preservation Handbook*.

Arcade — a line of counterthrusting arches supported by columns or piers; a covered walk with a line of arches along one or both sides.

Arch — a curved opening in a wall, usually constructed of stone or brick, as in top of a window opening.

Asbestos Shingle — a dense, rigid roofing shingle containing a high percentage of asbestos fiber (a non-combustible, flexible fiber able to withstand high temperatures) bonded with Portland Cement known for distinctive patterns.

Asbestos Siding — dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied as large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

Ashlar Masonry — masonry composed of rectangular units of stone, generally larger in size than brick and having sawn, dressed, or squared sides laid in mortar.

Asphalt Siding — siding manufactured from saturated construction felts (rag, asbestos, or fiberglass) with asphalt and finished with mineral granules on the side exposed to weather. It sometimes displays designs seeking to imitate brick or stone. Asphalt siding was applied to many buildings in the 1950s.

Attached Structure — a building that is structurally connected to the primary building on the site.



Historic house with addition



Arched entryway



Asbestos siding



Attic ventilator



Awning



Balustrade along edge of porch



Base of a column



Bay window



Board-and-Batten siding



Box columns

Attic Ventilator — in houses, an attic ventilator is a screened or louvered opening, sometimes in decorative shapes, located on gables or soffits.

Awning — a rooflike covering of canvas, often adjustable, over a window, a door, etc., to provide protection against sun, rain, and wind. Aluminum awnings were developed in the 1950s.

Awning Window — type of window consisting of top-hinged horizontal sash with the bottom edges swinging outward.

Baluster — one of a number of short vertical members, often circular in section used to support a stair handrail or a coping, forming a balustrade.

Balustrade — a low barrier formed of balusters, or uprights, supporting a railing.

Band, Band Course, Bandmold, Belt — flat trim running horizontally in the wall to denote a division in the wall plane or a change in level.

Bargeboard / Vergeboard — a board which hangs from the projecting end of a roof, covering the gables, often elaborately carved and ornamented.

Base — lower part of a column or pier, wider than the shaft, and resting on a plinth, pedestal or podium.

Base Course — a foundation or footing course, as the lowest course in a masonry wall.

Batten — a long, flat strip of squared wood or metal used to hold something in place or as a fastening against a wall.

Bay — within a structure a regularly repeated spatial element usually defined in plan by beams and their supports, or in elevation by repetition of windows and doors in the building façade.

Bay Window — a window forming a recess in a room and projecting outwards from the wall.

Beaded Board — a 4” or 6” wide tongue-and-groove wood finish with a milled bead along the centerline and along the edge adjoining the tongues.

Bearing Wall — a wall capable of supporting more than its own weight, such as a roof or floor.

Belvedere — a pavilion on the roof from where you can enjoy a view.

Beveled Glass — glass panes whose edges are ground and polished at a slight angle to create a visual pattern.

Blank Window — a window that has been sealed but is still visible; a temporary solution to make a damaged opening airtight.

Board-And-Batten — closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.

Bond — the laying of bricks or stones regularly in a wall according to a recognized pattern for strength. Masonry bond is essential to brickwork when wire reinforcement is not used.

Bow Window — a rounded bay window that projects from the wall.

Box Column — a hollow, built-up column constructed of wood, which is rectangular in shape.

Boxed Eave or Box Cornice — a hollow cornice, built up of boards, moldings, shingles, etc.

Bracket — projecting support members found under eaves or overhangs; may be plain or decorated

Brick Course / Pattern — the way in which brick is laid in a building.

Building — a more or less enclosed and permanent structure.

Built-Up Roof — a roofing system covering a relatively flat roof, consisting of several layers of saturated felt where each layer is mopped with hot tar or asphalt finished with a mineral or rock covering.

Bulkhead — base panels just below display windows on storefronts, also referred to as kick plates.

Caliper — refers to the diameter of a tree's trunk which is measured with a device that goes by the same name. The caliper is a utensil that looks like the letter "E" with measuring increments on the long arm of the tool.

Canopy — a covered area which extends from the wall of a building, protecting an entrance.

Cantilever — a support member used to transport the cornice or the extended eaves of a building; a beam or other structural member that protrudes beyond its support wall or column.

Casement Window — a window that swings open along its entire length, usually on hinges fixed to the sides of the opening into which it is fitted.

Casing — the exposed trim molding, framing, or lining around a door or a window; may be either flat or molded.

Carved Stone — rough natural stone shaped by the controlled removal of stone pieces with tools to create decorative detailing.

Cast Stone — a mixture of stone chips or fragments, usually embedded in mortar, cement, or plaster, treated to simulate stone; also known as "artificial stone."

Caulking — a resilient compound of silicone, bituminous, or rubber base, used to seal cracks and fill joints.

Cement Siding — A semi-rigid material made of portland cement, sand, water, and cellulose fibers. Used for exterior siding.

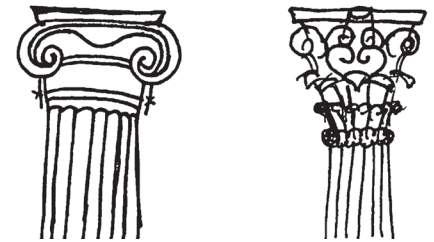
Certificate Of Appropriateness (COA) — the official document issued by the Historic District Commission approving any application affecting the exterior of any structure designated by the authority of this Historic District Ordinance for permission to construct, erect, demolish, remove, relocate, reconstruct, restore, or alter said structure.



Brackets



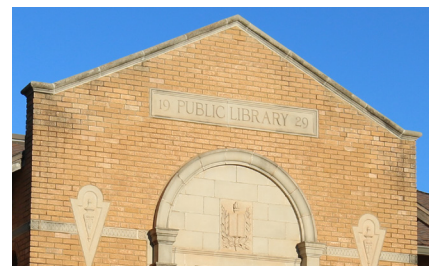
Brick course



Column capitals



Casement windows



Carved stone



Box columns



Cladding



Clipped gable



Columns



Composition shingle roofing

Certified Local Government — a program established through the 1980 amendment to the National Historic Preservation Act of 1966 that encourages local government participation in the identification, evaluation, registration and conservation of historic properties within its jurisdiction and promotes the integration of interests and concerns for local conservation to local planning processes and decision making. The CLG program is an association between local governments, the State Historic Preservation Office (SHPO) and the National Park Service.

Chamfer — a beveled edge, usually at a 45-degree angle on the edge of a board or masonry surface.

Cladding — a finish that covers the exterior wall of a building.

Clapboard — horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than 6 inches wide. This was a common outer face of nineteenth and early twentieth century buildings.

Classical Order — a particular style of column with its entablature having standardized details; Greek order includes the Doric, Ionic, and Corinthian and the Roman order includes the Tuscan and Composite.

Clerestory Window — an upper window that admits light to the center of a lofty room.

Clipped Gable — end of a roof when it is formed into a sharp intermediate between a gable and a hip; also called Jerkin head roof.

Coffering — ceiling with deeply recessed panels, often highly ornamented.

Column — a vertical shaft or pillar that supports or appears to support a load.

Capital — the top or head of a column, usually decorative.

Combination Hip Roof — a composition of more than one hipped element at the roof or a combination of hipped and gable roof form.

Commission — the Historic District Commission of the City of Norman.

Compatible — a design or use that does not conflict with the historical appearance of a building or district and does not require irreversible alteration.

Composition Board — a building board, usually intended to resemble clapboard, fabricated from wood or paper fabric under pressure and at an elevated temperature, usually with a binder.

Composition Shingles — shingles made from a mixture of binder materials with fibers, also called asphalt shingles.

Conservation — the sustained use and appearance of a resource essentially in its existing state.

Console — a decorative bracket in the form of a vertical scroll, projecting from a wall to support a cornice, a door, or window head, etc.

Construction — all the on-site work done in building or altering structures, from land clearance through completion, including excavation, erection, and the assembly and installation of components and equipment.

Contemporary — happening, existing, living, or coming into being during the same period of time. Contemporary denotes characteristics that illustrate that a building, structure, or detail was constructed in the present, rather than being imitative or reflective of a historic design.

Context — the setting in which something exists or occurs.

Contributing Resource — a historic building or site that retains the essential architectural integrity of its original design or condition.

Coping — the cap or the top course of a masonry wall.

Corbel — in masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height anchored in a wall, story, column, or chimney.

Corbelled Chimney Cap — a brick or stone capping at the top of a chimney that has a series of projections, each stepping out farther than the one below it.

Corinthian Order — the most ornate of the classical orders, characterized by a bell-shaped capital with scrolls and acanthus leaves.

Corner Block — a block placed at a corner of the casing around a wooden door or window frame, usually treated ornamentally.

Corner Board — one of the narrow vertical boards at the corner of a traditional wooden frame building, into which the clapboards abut.

Cornerstone — a stone which is located near the base of a corner in a building and displays information recording the dedicatory ceremonies: a foundation stone.

Cornice — the top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface.

Cresting — a decorative element located at the top of a parapet or roof ridge.

Cross Gable — a gable that is set parallel to the ridge of the roof.

Cupola — a small vault on top of a roof; sometimes spherical in shape, sometimes square with a mansard or conical roof.

Cut Stone — finished stone block which has been shaped by cutting.

Damaged or Diseased Tree — A tree that is damaged in such a way as to create a hazard (e.g. has a large wound) or has been pruned in a way which permanently alters its natural attributes (e.g. topped). A seriously diseased tree is one with obvious signs of internal decay (e.g. cavity with fruiting bodies present), is infested with a disease for which there is no remedy (e.g. Pine Wilt, Dutch Elm Disease), or suffers from a decline disorder.



Corbelled chimney cap



Corner board



Cornice



Cross gables



Cut stone



Rear deck

Deck — an uncovered porch, usually at the rear of a building; popular in modern residential design.

Demolition — the intentional destruction of all or part of a building or structure, may include removal of structural elements, partitions, mechanical equipment, and electrical wiring and fixtures.

Demolition by Neglect — the destruction of a structure caused by failure to perform maintenance over a long time period.

Dentil — a repetitive cubical element at the base of a classical cornice. Dentils resemble teeth.



Dentil

Detached Structure — a building that is not structurally connected to the primary building on the site.

Development Pattern — the configuration of residential lots, the location and orientation of structures on the lots, and the relationship of lots and buildings to the street.

District — an area designated by the City of Norman for possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.



Divided light sash

Divided Light Sash — a window with glass divided into small pieces.

Doric Order — the simplest of the classical orders, sturdy in proportion, with a simple cushion capital.

Dormer — a structure containing a window (or windows) that projects through a pitched roof.



Dormers

Double-Hung Window — a window with two sashes that open and close by sliding up and down in a cased frame.

Double Glazed Window — a window with an inner and outer pane of glass with an airspace in between.

Downspout — a vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or a cistern.

Drainage Beds — stone lined ditch used to transport water runoff.

Drop Siding — a type of wood cladding characterized by overlapping boards with varying profiles.



Double-hung window

Dropped Ceiling — a nonstructural ceiling suspended below the overhead structural slab or from the structural elements of a building and not bearing on walls.

Eave — the part of a sloping roof that projects beyond a wall.

Elevation — a drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Engaged Column — a column partially built into the wall, not free-standing.

Entablature — in classical architecture, the elaborate beam member carried by the columns.

Escutcheon — a protective or ornamental cover plate, attached to a wall with a hook or eye to hold a canopy support or anchor a tie rod.

Floor Area Ratio (FAR) — the ratio of the total area under roof to the total contiguous land area of the lot(s) upon which the structures are located. For example, if the total land area is 10,000 square feet and the total area under roof (all structures with a roof without regard to use) is 2,500 square feet. The FAR is $2,500/10,000 = 0.25$.

Fabricated Metal — any kind of building component manufactured of metal, often decorative in nature and frequently used as columns and railings.

Façade — the exterior face of a building.

Fanlight — an arched overdoor light whose form and tracery suggest an open fan.

Fascia — a flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or eave side of a pitched roof. The rain gutter is often mounted on it.

Feature — a structural or decorative element that contributes to the overall character of that building, e.g. walls, foundations, roofs, chimneys, steps, piers, columns, lintels, and sills.

Fenestration — the windows and doors and the pattern of their openings in a building.

Finial — a formal ornament at the top of a canopy, gable, pinnacle, street-light, etc.

Fixed Lights — a window or an area of a window which does not open.

Flashing — a thin impervious material placed in construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.

Flat Arch — an arch that is horizontal or nearly horizontal; also called a jack arch.

Fluting — shallow concave grooves running vertically on the shaft of a column.

Footing — the portion of the foundation which transfers loads directly to the soil; a widened part of a wall or column at or below the ground to spread the load directly to the soil.

Foundation — the supporting portion of a structure below the first-floor construction, or below grade, including footings.

French Doors — a pair of doors having top rails, bottom rails, and stiles, with glass panes throughout the entire length.



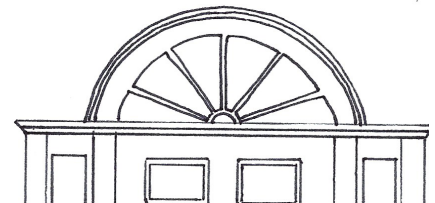
Eaves



Escutcheon plates



Fabricated metal column



Fanlight



Finial



Fixed lights

French Window — a long window reaching to floor level and opening in two leaves like a pair of doors. Missing a central post/mullion creating one large opening.



Fretwork

Fretwork — ornamental wood which is usually carved or turned and installed over doorways and other openings.



Front facing gable

Front Facing Gable — the end wall of a building with a gable roof that faces the street.

Front Façade — the principal face of a building that looks onto a street or open space. In the case of corner lots, both street-facing façades are considered front façades.

Front Yard — an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest line of the main building.

Gable — the vertical triangular piece of a wall at the end of a ridged roof, from the level of the eaves to the summit.

Gable Roof — a roof that slopes on two sides from the ridge.

Gambrel Roof — a gable roof more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.

Garden Loop Fence — a woven wire fencing which is distinguished by the loop at the top and mid height.

Glass Block — a hollow block of glass, usually translucent and often with textured faces, used for decorative purposes in non load-bearing walls and in sidewalks to permit light transfer to basement floors.

Glazing — setting glass in an opening.

Grade — the height of the surface of the ground in relationship to a structure (building).

Guidelines — An important part of the *Norman Historic Preservation Handbook*. The guidelines are a set of rules administered by the Norman Historic District Commission intended to assist owners of historic buildings in Norman's historic districts maintain, preserve, protect, and enhance the architectural quality of their property.

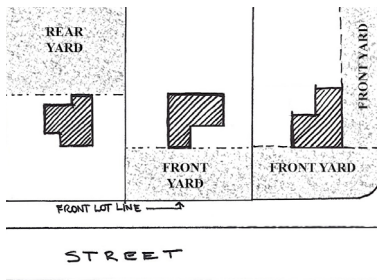
Gutter — a shallow channel of metal or wood set immediately below or built in along the eaves of a building to catch and carry off rainwater.

Hardscape — any material which is impervious to water and not covered by roof.

Header — a brick laid across the thickness of a wall to bond together different wythes of a wall; the exposed end of a brick.

Hipped Roof — a roof without gables, each of whose sides, generally four, lies in a single plane and joins the others at an apex or ridge.

Historic District — a geographically definable area with a concentration or linkage of significant sites, buildings, structures, or monuments; (or, an



Front yard



Gambrel roof

individual structure, building, site or monument which contributes to the cultural, social, political, or architectural heritage of the City of Norman).

Historic Preservation Officer — the chief staff person responsible for historic preservation in the City of Norman's Planning and Community Development Department.

Historic Property — any individual structure, building, site or monument which contributes to the historic, architectural, archeological and/or cultural heritage of the City of Norman, Oklahoma as determined by the Historic District Commission.

Historic Rehabilitation — the process of returning a historical or architectural resource to a state of efficiency or soundness by repair or alteration designed to encourage its continued use but without noticeably changing the historic exterior appearance of the resource.

Historic Resources — sites, districts, structures, buildings, or objects that represent facets of history in the locality, state or nation; places where significant historical or unusual events occurred; places associated with a personality or group important to the past.

Hood Mold — a projecting molding over a door or a window.

Hopper Window — a window which opens inward and is hinged at the bottom.

Infill Construction — the erection of a new structure on a vacant lot or the relocation of an existing structure to a vacant lot from another location.

In Kind — the replacement of existing materials or features with materials of identical appearance and/or composition. (See also: matching)

Ionic — the classical order of architecture characterized by its capital with large scrolls, less heavy than the Doric and less elaborate than the Corinthian.

Jamb — the vertical sides of an opening, usually for a door or a window.

Jerkin Head Roof — a roof whose end has been formed into a shape midway between a gable and a hip, resulting in a truncated or clipped "A" appearance; sometimes called clipped gable.

Joint — the gap between brick or stone filled by mortar.

Jalousie Window — a window consisting of a series of overlapping horizontal glass louvers which pivot simultaneously.

Keystone — in masonry, the center piece of an arch, often in contrasting material.

Landmark — any building, structure, or place which has a special character or special historical or aesthetic interest or value as part of the development, heritage, or cultural characteristics of a city, state, or nation.



Glass block



Hipped roof



Hood mold



Ionic columns



Keystone



Lattice skirting

Landscape — the whole of the exterior environment of a site, district, or region, including landforms, trees and plants, rivers and lakes, and the built environment.

Lath And Plaster — a metal mesh or wood strips of metal or wood, used as screening or ornamental construction.

Lattice — a network, often diagonal, of interlocking lath or other thin strips used as screening, typically located in the base of a porch.

Light — A pane of glass.

Lintel — A horizontal member spanning an opening and supporting construction above; a beam.



Lintel

Load Bearing Wall — a wall capable of supporting an imposed load in addition to its own weight. these walls frequently run the full height of a building from foundation to roof.

Loggia — an arcaded or colonnaded structure, open on one or more sides.

Louver — an assembly of sloping, overlapping blades or slats, fixed or adjustable, designed to admit air and/or light in varying degrees and to exclude rain and snow.



Louvered vent

Lunette — A semicircular opening.

Mansard Roof — a roof with a double slope on all four sides, with the lower slope being much steeper.

Marker — a plaque located on or near a historic site, building, structure, or object; usually put in place by a government agency or a private organization.



Lunette

Marquee — a projecting exterior structure placed over the entrance of a building, common for theaters and hotels, that displays the name of the building and/or relative information typically in a large font and surrounded by lights.

Masonry — stone, brick, concrete blocks, etc. used to form walls and other parts of a building.

Materials — the substance of which something is composed or constructed.

Mass — the overall bulk, size, volume, or magnitude of a structure.

Matching — in historic rehabilitations, the use of replacement materials that are identical to the original in composition, size, shape, and profile. (See also: in kind).



Marker

Meeting Rail — either the bottom rail of the top sash or the top rail of the bottom sash; closes the joint completely when the window is shut.

Molding — a decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around openings.

Mortar — a mixture of Portland cement, lime, putty, and sand in various proportions, used for laying bricks or stones. Until the use of hard

Portland cement became a standard building material, softer lime-clay or lime-sand mortars and masonry cement were common.

Mosaic — a pattern formed by inlaying small pieces of stone, glass, tile, or enamel into a cement, mortar, or plaster mix.

Mullion — a vertical member dividing a window area and forming part of the window frame.

Muntin — a molding forming part of the frame of a window sash and holding one side of a pane.

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

New Construction — see definition for infill construction.

Niche — a recessed space in a wall typically semicircular in plan and commonly used for the placement of statuary.

Non-Contributing — properties, structures, features or other resources that happen to be located within the recommended historic district boundaries, but which have no relevance to the area's identified significance, significant physical features, or identifying characteristics.

Oculus — a round or oval panel or aperture. The aperture may be glazed, open, or louvered.

One-Over-One Configuration — a window with a single sheet of glass in the top sash and a single sheet in the bottom sash.

Orientation — the relationship of structure to compass points or a site feature such as a street or the direction a façade faces.

Out Building — a building detached from the main house or structure but located on the same lot.

Ordinary Maintenance and Repair — work meant to remedy damage or deterioration of a structure or its appurtenances, and which will involve no change in materials, dimensions, design, configuration, color, texture or visual appearance to the exterior of an historic structure. Ordinary maintenance and repair shall include painting and reroofing.

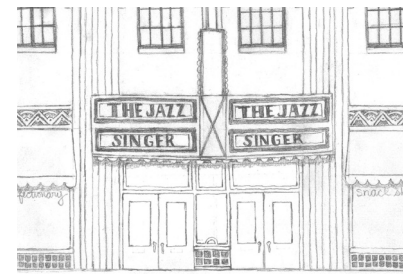
Palladian Window — a Classical Revival style window with a center window, often with an arched top and flanked by two rectangular windows.

Paneled Door — a wood door comprised of flat and raised panels or pieces.

Parapet — an exterior wall which projects above the roof structure.

Parkways — the space between the curb and sidewalk, usually green space.

Parting Strip — any thin element used to separate two adjoining members.



Marquee



Oculus



One-over-one configuration



Out building



Paneled door



Parapet

Partition Wall — dividing wall within a building which may be load bearing or non-load bearing.

Patio — an open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete and at ground level.

Pediment — a triangular roof form of a building or as an ornament or hood mold over a door or window.

Pergola — an arbor or a passageway of columns supporting a roof of trelliswork on which climbing plants may be trained to grow.

Pier and Beam — a foundation system consisting of rows of posts spaced at an appropriate intervals and supporting beams which form a base on which a building is built.

Pilaster — a flat or half-round decorative member applied at a wall suggesting a column; sometimes called engaged column.

Pillars — a simple, massive, vertical structural support such as a column or post.

Pinnacle — a turret or part of a building elevated above the main building.

Pitch — the slope of a roof that is not flat or horizontal.

Pivoted Window — a window having a sash which rotates about fixed vertical or horizontal pivots, or points, located at or toward the center, in contrast to one hung on hinges along an edge.

Plaque — a decorative or commemorative flat plate attached to a wall or surface.

Plaster — a paste-like substance of sand, water, and lime installed over another material to provide a finished surface.

Plinth Block — a small, slightly projecting block at the bottom of the door trim, extending to the finished floor.

Porch — a structure attached to a building to shelter an entrance or to serve as a semi-enclosed space; usually roofed and generally open-sided. It may also be called a veranda.

Porte Cochere — a roofed passageway large enough for wheeled vehicles to pass through. Literal definition: a carriage door.

Portico — a small entrance porch or covered walk consisting of a roof supported by open columns.

Portland Cement — A type of hydraulic cement (one that hardens under water) made by heating a slurry of clay and limestone in a kiln.

Preservation — the adaptive use, conservation, protection, reconstruction, rehabilitation, or stabilization of buildings, districts, monuments, sites, or structures significant to the heritage of the people of Norman. The following terms further define types of preservation activities:



Parkways



Pediment



Pilaster



Front porch

- **Adaptive Use** shall mean the restrained alteration of a historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way so as to maintain the general historical and architectural character.
- **Conservation** shall mean the sustained use and appearance of a resource essentially in its existing state.
- **Protection** shall mean the security of a resource as it exists through the establishment of the mechanisms of this section.
- **Reconstruction** shall mean the act or process of duplicating the original structure, building form and materials by means of new construction based on documentation of the historic condition.
- **Rehabilitation** shall mean the act or process of making a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historic, cultural or architectural values.
- **Stabilization** the process of applying methods designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without noticeably changing the exterior appearance of the resource.

Pressed Metal — metal that has been pressed into a decorative shape or pattern.

Pressed Metal Shingle Roofing — a roofing unit or shingle which is pressed from sheet metal and frequently has a decorative pattern.

Prevailing Height — the most commonly occurring height on a block face on which a project is proposed.

Prevailing Lot Coverage — the most commonly occurring lot coverage on the block and across the street.

Profile — the outline of a building or an element of that building that is usually shown as a cross section.

Proportion — the relationship of the size, shape, and location of one building element to all the other elements, each architectural style typically has its own rules of proportion.

Purlin — a piece of timber, board, or metal laid horizontally on the principal rafters of a roof to provide support for the common rafters on which the roof covering is laid.

Quoins — a large stone or block of brick used to reinforce an external corner or edge of a wall that is often distinguished decoratively from adjacent masonry.

Rabbet — a groove cut into one piece of wood to receive the projection or tongue of another

Rear Yard — an open space extending the full width of the lot the depth of which is the minimum horizontal distance between the rear lot line and the nearest line of the main building.



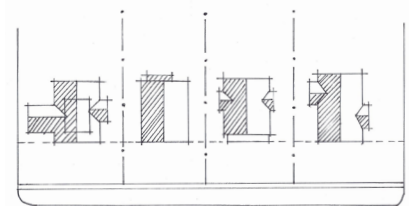
Portico



Stabilization



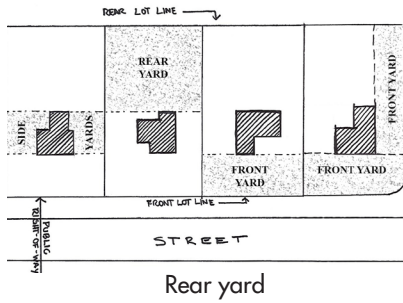
Pressed metal shingle roofing



Prevailing lot coverage



Quoins



Rehabilitation — the act or the process of making possible a compatible use for a property through repair, alterations, and additions while preserving the portions or the features that convey the property’s historical, cultural, or architectural values.

Relocation — the movement or repositioning of a primary or accessory structure from its original site.

Repointing — raking out deteriorated mortar joints and filling them with a surface mortar to repair the joint.

Restoration — the act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removing features or changes from other periods in its history and reconstructing missing features from the restoration period.

Retaining Wall — a wall, freestanding or laterally braced, that bears against an earth or other fill surface and resists lateral and other forces from the material in contact with the side of the wall.

Retractable Awning — a roof-like covering of canvas or rigid material over a window or door that is moveable and can be opened and closed.



Ribbon driveway

Ribbon Driveway — a drive providing access between the street and onsite parking that consists of two parallel strips of paving with grass between.

Ribbon Window — one of a horizontal series of windows, separated only by mullions, which form a horizontal band across the façade of a building.



Ridgecap

Ridge — the highest point of a pitched roof.

Ridgecap — any covering (such as metal, wood, shingle, etc.) used to cover the ridge of a roof.

R-Panel Metal Roofing — a galvanized or painted metal roofing material with ribbed profile used primarily in commercial applications.



R-panel metal roofing

Riser — the vertical portion of a stair, connecting two steps.

Roofing Tile — a tile for roofing, usually of burnt clay; available in many configurations and types including plain, single-lap, and interlocking.



Roofing tile

Rubble — rough irregular stone which may vary in size, used in wall construction.

Sash — the moving part of a window.

Scale — the proportion of parts of a building, structure, or monument to one another, to surrounding structures, and to the human figure.

Score — the cut of a channel or groove in a material with a hand tool or circular saw to decorate a surface.

Scupper — an opening in a wall or parapet that directs water to drain from a roof.

Secretary of the Interior Standards for Rehabilitation of Historic Buildings — a set of standards intended to assist the long-term preservation of

a historic property through the preservation of historic building materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. “Rehabilitation” is defined as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while still preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Sheet Metal — a flat, rolled-metal product, rectangular in cross-section and form; when used as roofing material, usually terne- or zinc-plated.

Shed Roof — a roof shape sloping in only one plane or direction.

Shingle — a roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

Shiplap — horizontal wood sheathing which butts together. when used on the interior walls it was frequently covered with cheesecloth and wallpaper.

Sidelight — a narrow window area beside an outside door, generally seen in Colonial Revival style.

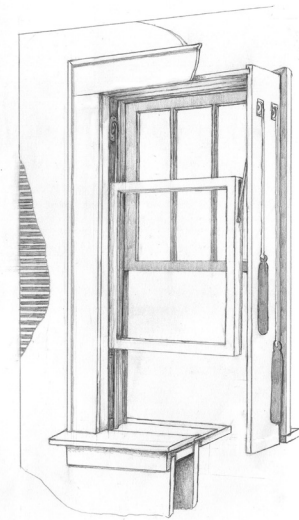
Siding — the finish covering of an exterior wall on a frame building.

Sign / Signage — a permanent or fixed graphic or display that provides information. It may be freestanding or integrated into the building.

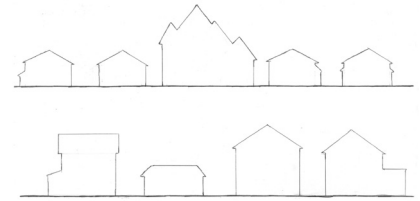
Significant Trees — trees which measure twenty-four caliper inches four feet above the ground, or those which are identified with historic personages or important events in local, state, or national history and protected by local ordinance.

Significant Characteristics — those characteristics which are important to or expressive of the historic or architectural quality and integrity of the resources and its setting and which include, but are not limited to building material, detail, height, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship.

- **Building Mass** — describes the relationship of a building’s height to its width and depth.
- **Building Materials** — the physical characteristics which create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.
- **Detail** — architectural aspects which, due to particular treatment, draw attention to certain parts or features of a structure.
- **Height** — the vertical dimension of a given structure, building or monument.
- **Proportion** — the relative physical sizes within and between buildings and building components.



Sash



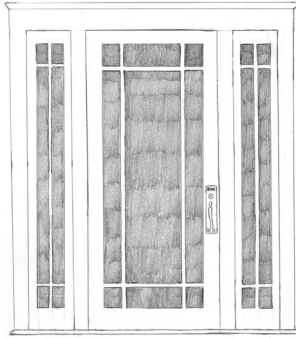
Scale



Shingle siding



Shed roof



Sidelights

- **Rhythm** — a discernible pattern of shapes including, but not limited to, windows, doors, projections, and heights, within a building, structure or monument, or a group of same.
- **Scale** — the proportion of parts of a building, structure, or monument to one another and to the human figure.
- **Setting** — the surrounding structures, monuments, and landscaping which establish the visual, aesthetic, or auditory qualities of the historic or architectural resources.
- **Shape** — the physical configuration of structures or landscaping and their component parts.

Sill — the lowest horizontal member in a wall opening.

Single Hung Window — a window having a single movable sash.

Side Yard — an open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point of the side lot line to the nearest point of the main building.

Site — the land on which a building is located. For historic purposes, the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself maintains a historical or architectural value regardless of the value of any existing structure.

Skirt — an element used to cover a foundation or the space between the main house and ground level.

Slate — a hard, brittle metamorphic rock that is split into thin sheets for flooring and roofing panels and chalkboards.

Sliding Windows — a window which moves horizontally in grooves or between runners.

Slope — the amount of degree of incline.

Soffit — the exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

Sound — materials and structures that may show wear but retain their original form and function, e.g. sound wood is not rotted.

Spindles — one of a series of thin, vertical, round elements of railing often part of a balustrade.

Spire — a steep pointed roof form common on church towers.

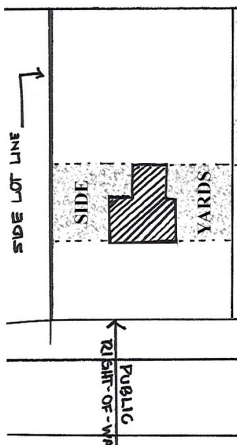
Splash Block — a small masonry block laid on the ground below a downspout to prevent soil erosion.

Standards — refers to the *Secretary of the Interior Standards for Rehabilitation*.

State Historic Preservation Office (SHPO) — the office within the State of Oklahoma that has been designated by the Governor to administer the historic preservation program in the state.



Horizontal wood siding



Side yard



Skirt

State Register of Historic Places — the State of Oklahoma list of districts, sites, buildings, structures and objects significant in state history, architecture, archeology, engineering and culture, maintained by the State Historic Preservation Officer, under the authority of 53 O.S., 1984 Supplement, Sections 351-355.

Standing Seam Metal Roof — a sheet metal roofing with vertical folded seams running parallel along the slope.

Stile and Rail Door — components of a door; the stiles are the upright structural members and the rails are the horizontal framing members at top, middle, and bottom of the door.

Street Accessories — those sidewalk or street fixtures which include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping.

Streetscape — the view along a street from the perspective of a driver or pedestrian. The streetscape includes street trees, lawns, buildings, landscape buffers, signs, streetlights, above-ground utilities, drainage structures, sidewalks, bus stop shelters and street furniture.

Stretcher — a brick or a stone laid with its length parallel to the length of the wall.

Structure — anything constructed or erected, the use of which requires permanent location on the ground, or which is attached to something having a permanent location on the ground. These include, but are not limited to, buildings, fences, walls, driveways, sidewalks, and parking areas.

Stucco — an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.

Style — a type of architecture distinguished by special characteristics of structure and ornament and often related in time.

Sympathetic Design — new work that has an appropriate relationship to the existing historic architecture and character of the surrounding area, based on rhythm, proportion, and scale.

Surround — the molded trim around a door or window opening.

Tapered Box Column— a hollow, built-up column, constructed of wood, which is frequently seen in Craftsman style houses.

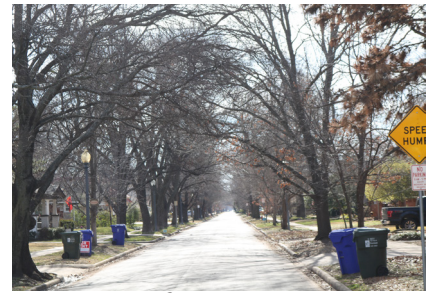
Terra-Cotta — hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used as a surface finish for buildings in the Art Deco style.

Terrazo — a floor finish of stone chips laid in a mortar bed, ground and polished smooth, often with brass dividers, used as a floor surface.

Tongue and Groove Lumber — a joinery system in which boards are milled with a tongue on one side and a groove on the other so that they can be tightly joined with a flush surface alignment.



Standing seam metal roof



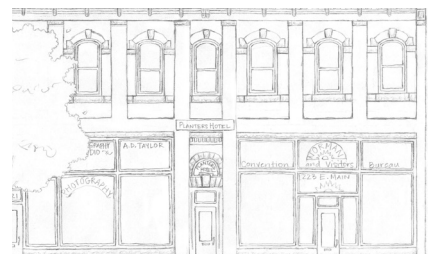
Streetscape



Stucco



Tapered box column



Transom



Turned wood posts



Valley



Veranda

Tooling — compressing and shaping the face of a mortar joint.

Tower — a portion of a building characterized by its relatively great height in relation to the rest of the structure.

Transom, or Overdoor Light — a glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

Trim — the finish material on a building, such as moldings applied around openings or at the floors and the ceilings of rooms.

Triple Hung Window — a window with three vertically sliding sashes that allow the window to open to two-thirds of its height often used for access to porches or balconies.

Turnbuckle — a device for connecting and tightening a rod as for a canopy support.

Turned Wood Baluster — a decorative picket used to support a handrail, part of a balustrade.

Turned Wood Post — a round, wooden support with a decorative profile that has been turned on a lathe.

Turned Wood Railing — a railing whose architectural components are turned on a lathe to create a spindle.

Turret — a small tower, usually corbelled from a corner.

Tuscan Order — A classical order similar to Roman Doric but having columns with an unfluted shaft and a simplified base, capital, and entablature.

Valley — the trough or gutter formed by the intersection of two inclined planes of a roof.

V-Crimp Roofing — sheet metal roofing which is folded to create a “V” in profile and laps at a “V” joint.

Veneer — a thin layer of material applied over a structural backing such as brick, stone, etc.

Veranda — a covered porch or balcony, extending along the outside of a building.

Vernacular — a building whose form reflects the local influences, materials, and tradition.

Vestibule — a small enclosed space between outer and inner doors.

Vinyl Siding — sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, sometimes used to cover wood building exteriors.

Wainscot — a decorative paneling applied to the lower portion of an inner wall.

Water Table — a horizontal exterior band or ledge or projecting molding on a wall, often sloped to prevent water from running down the face of the lower portion.

Waterblasting — a cleaning method similar to sandblasting except that water is used as the abrasive. As in sandblasting, high-pressure water jets can damage wood and masonry surfaces. Waterblasting is also known as power washing.

Welded Wire Fencing — a welded wire fencing comprised of square or rectangular openings also known locally as “hog wire” or “goat wire.” An acceptable alternative for chainlink fencing in historic neighborhoods.

Wood Sash Window — a window where the framework is constructed of wood, may be movable or fixed.

Wythe — a vertical section of bricks or other masonry that is one unit thick.

Brief History of Norman



April 23, 1889, tents and railway platform.



Norman Depot



Andrew Kingkade, Norman's S.F. first railroad agent



1890-1891, Livery Stable General Store

The origin of Norman took place in 1872, when the United States Land Office Survey established the boundaries of the future townsite. The town name honors Abner E. Norman, who led the team appointed to survey the Unassigned Lands between 1870 and 1873. His group camped where the town is now situated and the words “Norman’s Camp” were burned into a tree.

When the Sooners (those who headed west before the official Land Run date) and other settlers arrived in the heart of Oklahoma, they kept the name “Norman.”

More than a decade after, in 1886, the Atchison, Topeka, and Santa Fe Railway Company selected this site for one of its stations. Norman Station was thereby created, and two railroad employees, J.L. Hefley and Andrew Kingkade, subsequently became the area’s first legal residents. The following year, the company platted a townsite and filed the plat with the United States Department of the Interior.

The first train rolled through Norman on June 13, 1887, laying the foundation for Norman to flourish into a prominent city. After Norman was thrown open for settlement in the first Oklahoma Land Run, on April 22, 1889, the railroad continued to play a key role in the town’s economic development. Norman became a transportation center for cotton, agricultural products and livestock, the region’s principal commodities, and served as a shipping center for building supplies in the developing region.

In July 1889 Ed Ingle established the *Norman Transcript*, which continued to report the news at the beginning of the twenty-first century. By 1890, the population stood at 787, and the burgeoning town held doctors, lawyers, hotels, and all the amenities and retail outlets of a community that size, including a cotton gin.

After the passage of the Organic Act in 1890, Cleveland County was organized as county 3 and Norman became the county seat. That same year, High Gate College opened, offering grammar, high school, and college classes. And in December, the Territorial Legislature passed an act to locate The University of Oklahoma (OU) at Norman. Its establishment was pivotal in the urban development of Norman. In 1892 OU held its first classes in rented downtown buildings and that year the first university building was erected.

In 1894 High Gate closed, and its college students transferred to OU. A private sanitarium company purchased the college building, and it evolved into the Oklahoma State Asylum in 1915, later Griffin Memorial Hospital.

By 1900 Norman’s population had climbed from 150 to 2,225 and the business community boomed. Within the next two years, the Downtown District contained two banks, two hotels, and a flour mill, among other businesses.

In 1913 the Oklahoma Railway Company extended its interurban service, which ran from Oklahoma City to Moore, south to Norman. After more than 30 years on September 27, 1947, the interurban service came to an end. The demise of the interurban was presaged by the growing popularity of the automobile since the 1920s. In 1923 the Cemetery Road (also called East Road) was paved and became Norman's first intercity highway; it was known after 1925 as the Van Fleet Highway, and in 1955 designated State Highway 77-H.

By the 1920s the OU campus spread over 267 acres and had added several new structures, including Memorial Stadium. The population continued to rise, reaching 9,603 in 1930 and 11,429 in 1940. The sanitarium and university helped the community weather the Great Depression. In 1939 the Tankersley Company built the Cleveland County Courthouse, which was a mixture of Classical Revival and Art Deco elements, and replaced a 1906 Solomon Layton-designed government building.

World War II brought more changes to the city. In 1941, OU, with help from Norman officials, established Max Westheimer Field, a university airstrip, and the next year offered to lease it to the U.S. Navy as a training facility. During the war the airfield became the Naval Flight Training Center, known as north base, and the navy established the Naval Air Technical Training Center (NATTC), known as south base, south of the OU campus. A naval hospital was also established. The north base trained nearly nine thousand men, with the south base training thousands more. In 1946 the navy donated the bases to the university, but in 1952, with the advent of the Korean War, the military utilized the bases in a smaller capacity until 1959. The addition of the government buildings and land helped OU handle the large enrollment increase of the post-World War II era. This also allowed the city to develop, and the 1950 population stood at 27,006.

Norman's proximity and easy access to Oklahoma City contributed to it being a "bedroom" community for employees who worked outside Norman proper. The population increased from 33,412 in 1960 to 52,117 in 1970. In the 1960s the city, through annexations, expanded to 174 square miles, incorporating a large land area in the Lake Thunderbird vicinity. In 1984 the community supported sixty-three manufacturing establishments, which employed 2,562. The population stood at 68,020 in 1980 and climbed to 80,071 in 1990.

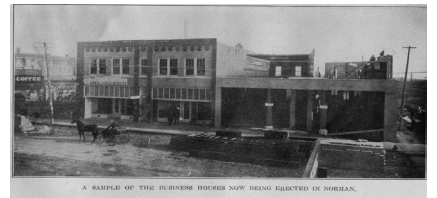
At the beginning of the twenty-first century Norman had 4,270 business establishments engaging a total of 47,665 workers. OU (with more than eight thousand on staff) and Norman Regional Hospital (with more than two thousand) were the two largest employers. In 1944 Norman residents passed bonds to fund the hospital. Several other institutions had extensive work forces, including York International (opened in 1981, after it purchased the defunct Westinghouse air conditioner plant), a U.S. Postal Training Center (1969), Moore-Norman Technology Center (1972), National Oceanic and Atmospheric Administration (NOAA, which dedicated a new laboratory in 1972), Oklahoma Veterans Center (occupied



Santa Fe Locomotive



1898-1902, Agnes Hotel on 110 West Main



1908, Businesses being built in Norman



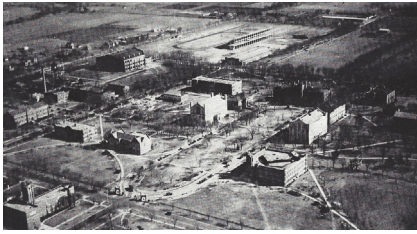
1908, Norman Milling and Grain Elevator



1908 Residence of John Hardie on Peters Ave.



High Gate College



The University of Oklahoma (OU) campus



Naval Air Station designed by Leonard H. Bailey



Street scene in the 40s



Aerial View of Norman in the 1950s



Main street in 1950.



Main street today.

a new building in 1996), Sysco Food Services (1991), Hitachi Computer Products (1987), Saxon Publishers (1981), Yamanouchi Pharma Technologies (2001), and Shaklee Corporation (1978).

By 2000 the population stood at 95,694. The Norman School District enrolled 12,596 students, and several other school districts (Little Axe, Robin Hill, and Cleveland County) came within the city’s borders. The city offered several attractions, including the Fred Jones Jr. Museum of Art, the Sam Noble Oklahoma Museum of Natural History, the Jacobson House Native Art Center, the Firehouse Art Center, and other theaters and museums.

Seventeen properties were listed in the National Register of Historic Places. These included the Cleveland County Courthouse, the DeBarr Historic District, the Oscar Jacobson House, the Norman Historic District, the Norman Public Library, the Santa Fe Depot, the United States Post Office, and the Moore-Lindsay House, which also served as the Norman and Cleveland County Museum. The University of Oklahoma’s Bizzell Library is a National Historic Landmark. Several festivals, including the Medieval Fair, Jazz in June, and 89er’s Day Festival, are annually held in Norman. The city of Norman had experienced a large population growth after 2000, registering 110,925 residents in the 2010 census.

Today, OU and the City of Norman are still making history. The Norman campus has an enrollment of approximately 22,000. And Norman was recently recognized as one of the most progressive cities in the state and the Norman Public School System was acknowledged as the top school system in Oklahoma. Currently, Norman is involved in a downtown revitalization project as well as a project that will guide Norman and its citizens into the 21st century. The Norman 2020 plan was designed to address future population growth and infrastructure problems and offer solutions to solve these problems before they occur.

Sources:

1. Larry O’Dell, “Norman,” The Encyclopedia of Oklahoma History and Culture, www.okhistory.org/publications/enc/entry.php?entry-NO006
2. (1987-1988), Architectural/Historic Survey of Norman, Oklahoma. University of Oklahoma, College of Architecture Design/Research.
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History of Norman's Historic Districts

8.5.1 Chautauqua Historic District

Location

Norman's Chautauqua Historic District is located one block west of The University of Oklahoma campus in central Norman. Chautauqua is a tree-lined, residential neighborhood built primarily between the years 1903 and 1940. The district includes properties facing Chautauqua and Lahoma Avenues between Symmes Street on the north and Brooks Street on the south.

Early History and Prominence

Chautauqua District's architecture and environment represent a unique time period in Norman's history. Stately residences lining the streets reflect the status of the university deans and faculty and other prominent individuals who helped shape early development of the city. The mature trees lining Lahoma and Chautauqua Avenues reveal early settlers' commitment to turn a town on the prairie into a leafy burg.

By the end of World War I, Norman was firmly established and The University of Oklahoma was growing apace. Acceleration in Chautauqua's development was tied closely to the growth of the university, which grew nearly eight-fold between 1911 and 1931. During the 1920s, farmland on the west side of campus began being platted and Chautauqua became the neighborhood of choice for faculty. At one time, the 500 block of Chautauqua Avenue was known as "Dean's Row," with five college deans living practically side by side.

Design

Architecturally, Chautauqua is very eclectic. This eight-block district includes almost every architectural style prevalent during the first quarter of the 20th century. Bungalows are most prominently represented; however, Tudor Revival and Minimal Traditional are also quite prevalent. The district also includes fine examples of Prairie, Colonial Revival, Spanish Eclectic, Neoclassical Revival, and even one example of Queen Anne style.

Historical Significance and Designation

In 1988, the Chautauqua neighborhood was one of six Norman neighborhoods surveyed by The University of Oklahoma for historical significance. The original survey included nearly thirty blocks that were determined eligible for listing in the National Register of Historic Places.

After numerous public discussions over a two-year period, the original 30-block district was drawn ever smaller until 80% of the property owners in the area agreed to the district designation. Today, the Chautauqua Historic District includes eight of those thirty blocks and represents the heart of the neighborhood. The Chautauqua District is considered significant for its architectural merits and includes around 370 structures.



The Chautauqua Historic District is an eight block area that includes around 370 structures.



The Miller Historic District includes 14 blocks and approximately 235 structures.



Miller Historic District is identified by a distinctive gateway: “the Miller Rock” at the confluence of Classen Blvd. and Miller Avenue.

National Register Listing in Chautauqua

Chautauqua District includes an individual house listing in the National Register of Historic Places. The Oscar B. Jacobson House (NR 1986), located at 609 Chautauqua, was constructed in 1921. A simplified yet elegant example of Italian Renaissance Revival style, its one-story configuration is unusual. Its features include a flat roof, a stuccoed exterior, a recessed entry, widely overhanging eaves, and the use of clay roof tiles. The structure is now home to the Jacobson House Native Art Center.

Miller Historic District

Location and Platting

Bounded by Symmes, Classen Boulevard, Miller Lane, and a line just south of Emelyn Street, the fourteen-block Miller Historic District was dedicated as Norman’s second local Historic District in 1997. The Miller Historic District has an unusual form for cities of the Great Plains: the westernmost blocks of the district parallel the railroad tracks; the remaining blocks follow the cardinal points of the compass, a pattern that came to dominate the later development of Norman. These juxtaposed orientations create an intriguing collection of lot shapes and sizes. Overall, the Miller District forms a distinct triangle in the heart of Norman.

Early History and Prominence

On February 26, 1903, the *Norman Transcript* declared “there is no room for argument on the proposition that the Classen-Miller addition to Norman, which will be placed on the market next week, offers some of the finest residential lots in the city.” For several weeks, *The Transcript* ran full-page ads expounding the virtues of the Classen-Miller area. It was noted for its proximity to the city’s business district, its convenient access to the railroad, and its closeness to The University of Oklahoma. The area was well drained, the streets were graded, and trees had been planted. “An ideal place for a home,” the *Norman Transcript* proclaimed. Lot prices ranged from \$30 to \$75.

Though construction began immediately after the Classen-Miller addition opened, it was not until after World War I that the neighborhood began to be fully developed. During the 1920s, Classen-Miller began developing as an exclusive neighborhood for university faculty and Norman business leaders.

Design

Nearly half the structures in the Miller District are classified as Bungalow/Craftsman, the comfortable, down-to-earth American style that flourished from coast to coast for the first four decades of the 20th Century. The neighborhood also includes a fine collection of Minimal Traditional, Colonial Revival, National Folk, and Tudor Revival style structures. The Miller District includes approximately 235 structures.

Historical Significance and Designation

The historical significance of the Miller Historic District is two-fold. The neighborhood played a significant role in the urban development of the city, and it is architecturally significant for its eclectic collection of residential architecture built between 1910 and 1938. An estimated 95 percent of neighborhood structures built between 1910 and 1938 remain standing, and approximately 90 percent of these retain their architectural integrity. The Miller District's period of significance is 1903-1949. In 2003, the Miller District was determined to be eligible for the National Register of Historic Places.

The Classen-Miller neighborhood was one of six Norman neighborhoods surveyed in 1988 by The University of Oklahoma, though it did not become a historic district until 1997. Concerned about encroachment from neighboring industrial and commercial uses, Miller residents organized themselves and quickly gained support from a clear majority of property owners to become a local historic district.

The area has really experienced few significant changes since 1938, so initial survey boundaries were similar, though not identical to the original plat of the Classen-Miller Addition. Like the Chautauqua District before it, the final boundaries of the Miller Historic District encompass what is considered the heart of the neighborhood.

Southridge Historic District

Location

Southridge Historic District is located directly south of the Classen-Miller District and encompasses an area roughly bounded by Macy Street on the north, Shawnee Street on the south, Classen Boulevard on the west and Oklahoma Avenue on the east.

Early History and Prominence

Taking advantage of Norman's 1920's population boom, the Miller family opened a new residential addition, the Southridge Addition, in October 1922.

The Southridge Historic District is comprised of 156 properties and Earl Sneed Park. The Southridge District was platted in 1922 with the majority of development occurring between the 1920s and 1950. This tree lined neighborhood is located eleven blocks south of downtown district and three blocks east of the university.

Convenient to The University of Oklahoma and downtown business district, the Southridge District attracted many notable citizens of Norman and The University of Oklahoma. Today Southridge continues to be a vibrant residential neighborhood with charming historic character.

Its largest decade of growth was between 1931-1940 with the construction of approximately sixty-seven buildings. The advent of World War II escalated the demand for housing in Norman as military students, frequently with their families, came in droves to attend the Naval Training School and subsequently the Naval Air Station.

Design

The dominant architectural styles in Southridge District are Tudor Revival and Colonial Revival, which were popular in the 1920s and 1930s across Oklahoma. There are nine blocks in this district, covering an area of approximately 39 acres.

Historical Significance and Designation

The Southridge Historic District was established on October 11, 2016, and expanded on June 26, 2018.

Maps of Norman's Historic Districts

8.6.1 Chautauqua Historic District



Chautauqua Historic District

Adopted October 24, 1995
Ordinance #O - 9596 - 9

Expanded August 14, 2018
Ordinance #O - 1819-1

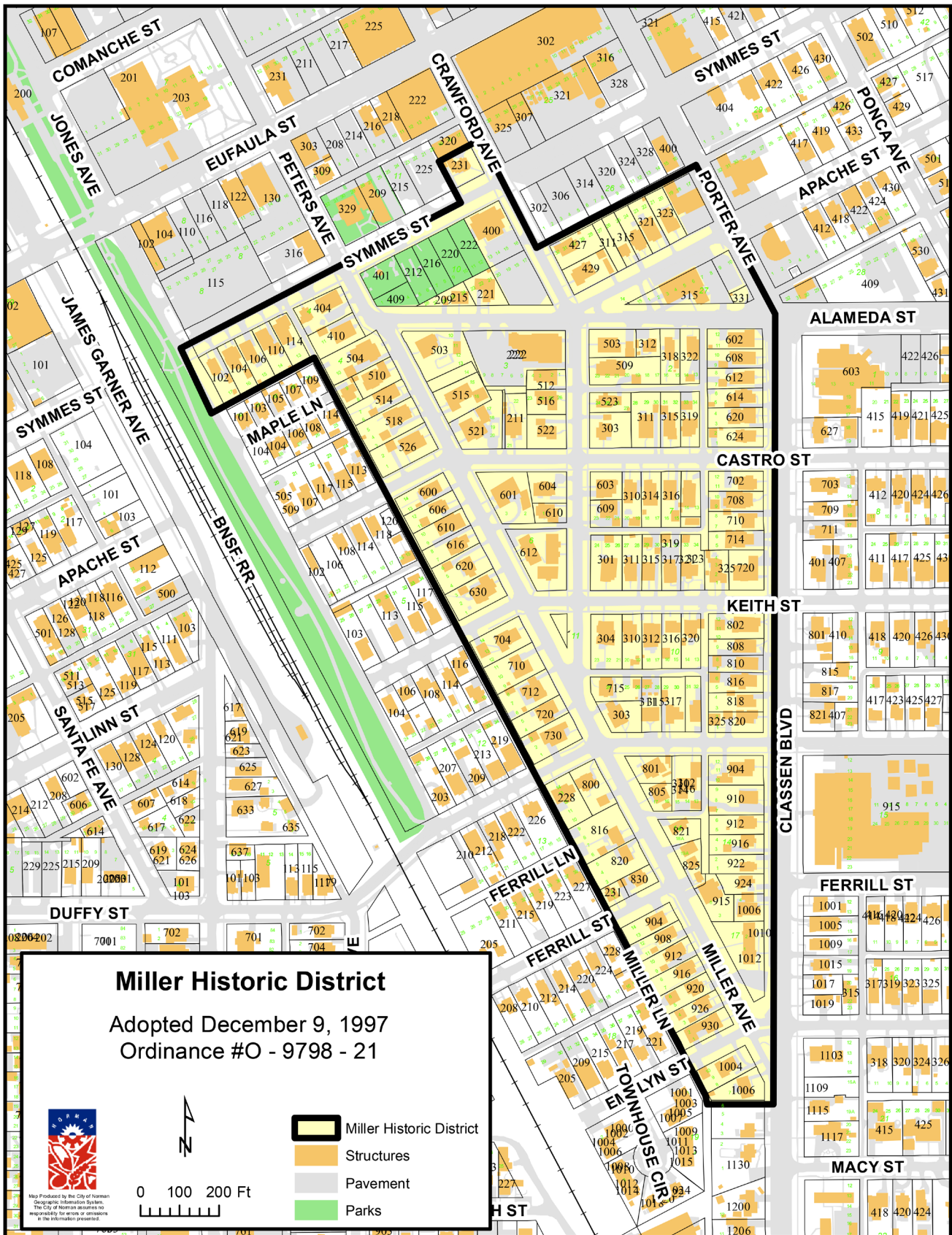
- 330 Structures Contributing
- 40 Structures Non-Contributing

- Structures
- Pavement
- Parks
- Schools
- 100yr. Floodplain
- Floodway



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.

Miller Historic District



Southridge Historic District



Southridge Historic District

Adopted October 11, 2016
Ordinance #O - 1617 - 8

Expanded June 26, 2018
Ordinance #O - 1718 - 48

- 134 Structures Contributing
- 90 Structures Non-Contributing
- 1 Structure Warrants Further Study

- Southridge Historic District
- Structures
- Pavement
- Parks
- Schools
- 100yr. Floodplain
- Floodway



0 50 100 Feet



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.

Prominent Architectural Styles in Norman's Historic Districts



Craftsman Bungalow

The Miller, Chautauqua, and Southridge Historic Districts each boast a fine array of residential architecture from the first half of the 20th century. With buildings that date from around 1903 through 1945, these districts illustrate the evolution of vernacular residential architecture in Oklahoma from the dawn of the 20th century through the end of World War II.

Most, though not all, structures in the Miller, Chautauqua and Southridge Districts fit well into well-known architectural categories. On the following pages are brief descriptions of the most prevalent styles found throughout Norman's designated Historic Districts.



Tudor Revival



Colonial Revival

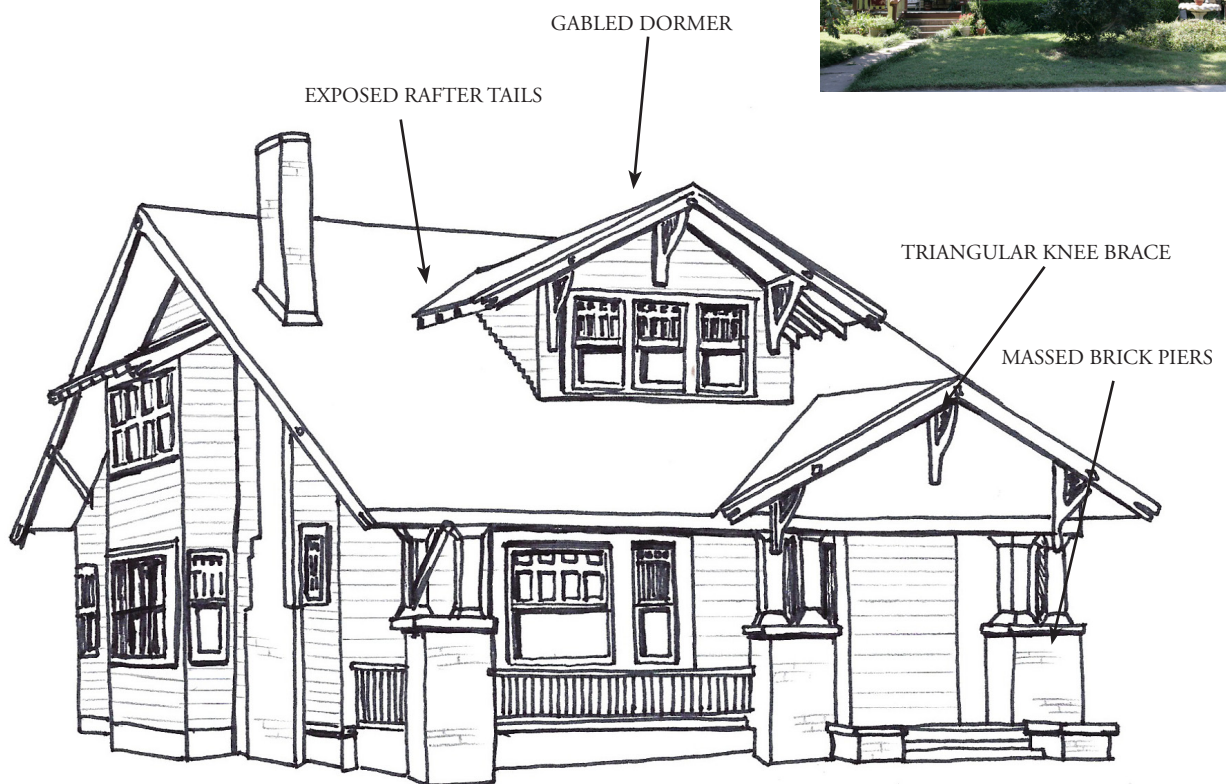
Craftsman Style

Craftsman style originated in Southern California and spread like wildfire across America through magazines and catalogues. A complete departure from the formal Victorian styles of the previous era, Craftsman houses offered an open floor plan which drew its inspiration from the English Arts and Crafts movement.

The Craftsman style differs slightly from the Bungalow, though both styles share characteristics.

Characteristics:

- Exposed rafter tails;
- Triangular knee braces under the eaves;
- Massed brick, stone, or stuccoed piers;
- Wooden porch columns;
- Often have two stories;
- Wide, wooden cornice boards;
- Wooden belt courses dividing the upper floors from the lower;
- Large, gabled dormers, and intersecting gabled roofs;
- Natural or local materials such as stone, or heavily applied stucco.



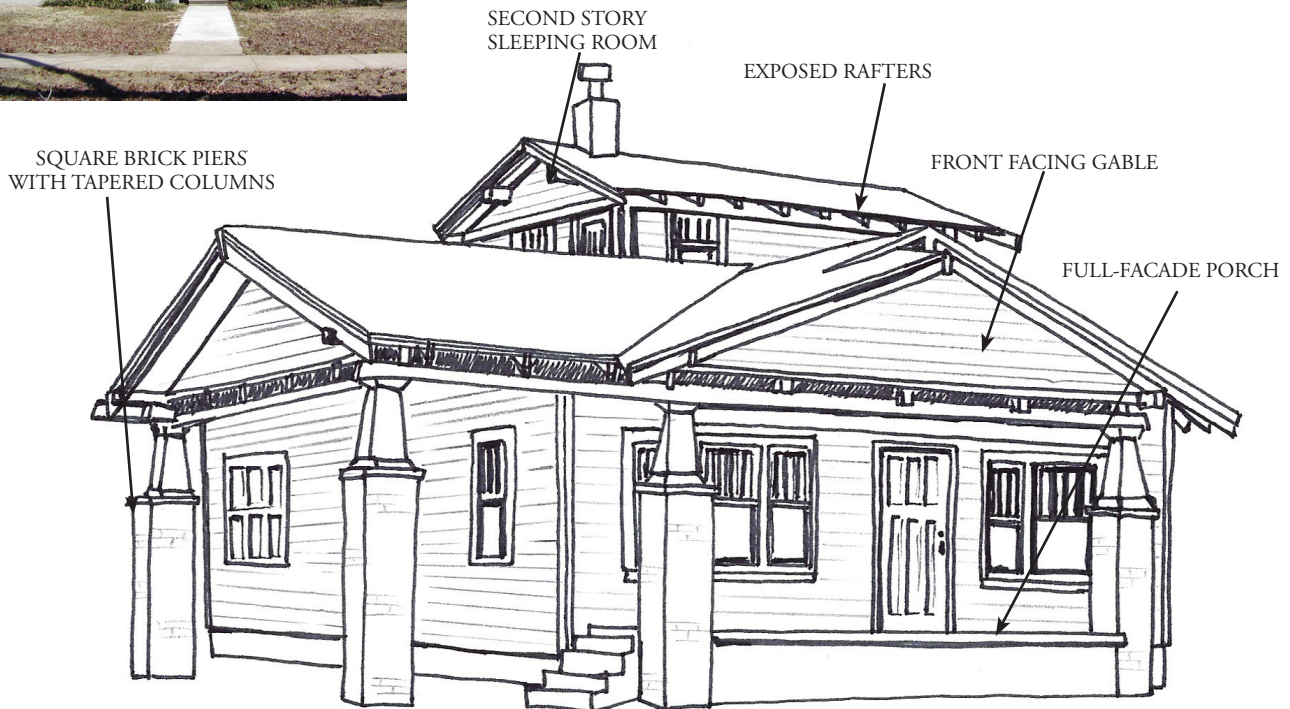
Bungalow Style



One-story Craftsman-style houses are often referred to as Bungalows. Throughout the country, these structures were ubiquitous between 1900 through the 1940. They were economical to build, easy to live in, and could be easily expanded as family size grew. The presence of Bungalows provides a strong sense of design continuity throughout both Miller and Chautauqua Districts.

Characteristics:

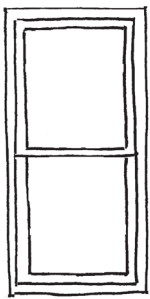
- One-story with a front-facing gable roof;
- Full-façade porch;
- Exposed rafter tails;
- Triangular knee braces;
- Square brick supporting piers capped with concrete and surmounted by tapered wooden columns;
- An important subtype is the Airplane Bungalow. These are constructed with a centrally placed second-story sleeping room;
- Earlier Bungalows tend to have ornamental concrete block foundations while later Bungalows usually have brick or poured concrete foundations.



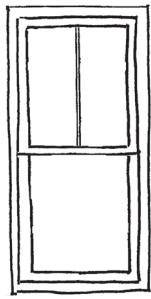
An example of an Airplane Bungalow

Appropriate Elements for the Architectural Style:

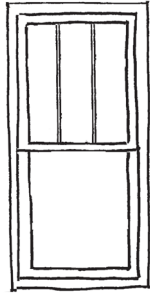
Windows



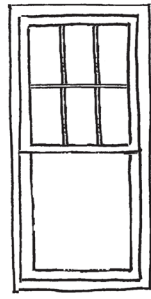
1 OVER 1
DOUBLE HUNG



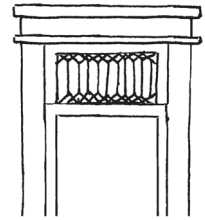
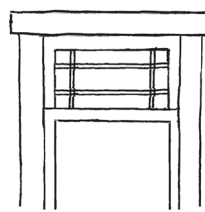
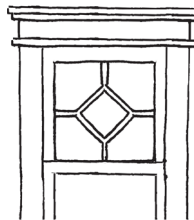
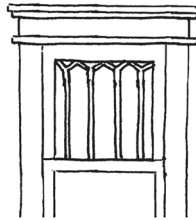
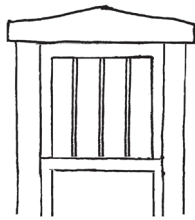
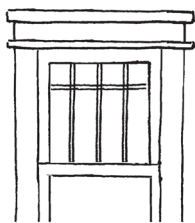
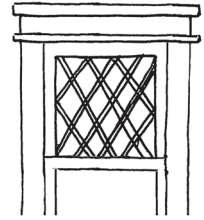
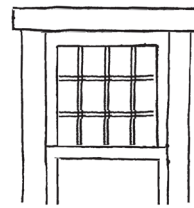
2 OVER 1
DOUBLE HUNG



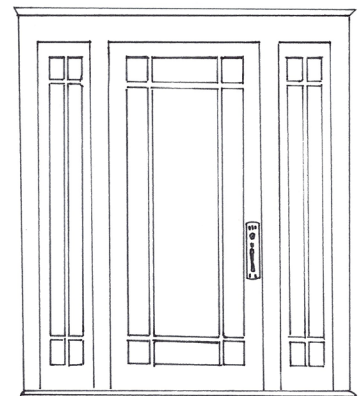
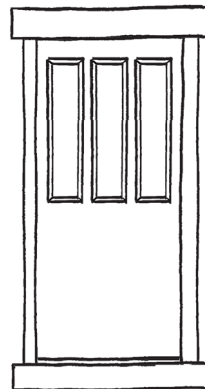
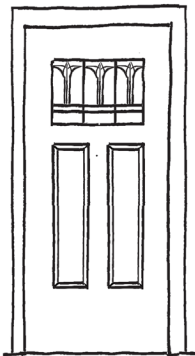
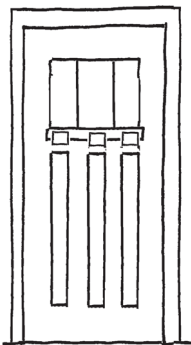
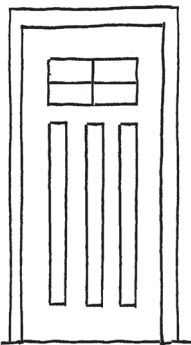
3 OVER 1
DOUBLE HUNG



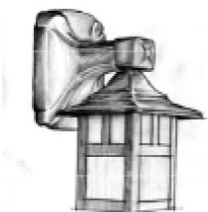
6 OVER 1
DOUBLE HUNG



Doors And Entrances



Light Fixtures



***ALL ELEMENTS FOUND IN BOTH CRAFTSMAN AND BUNGALOW STYLES**

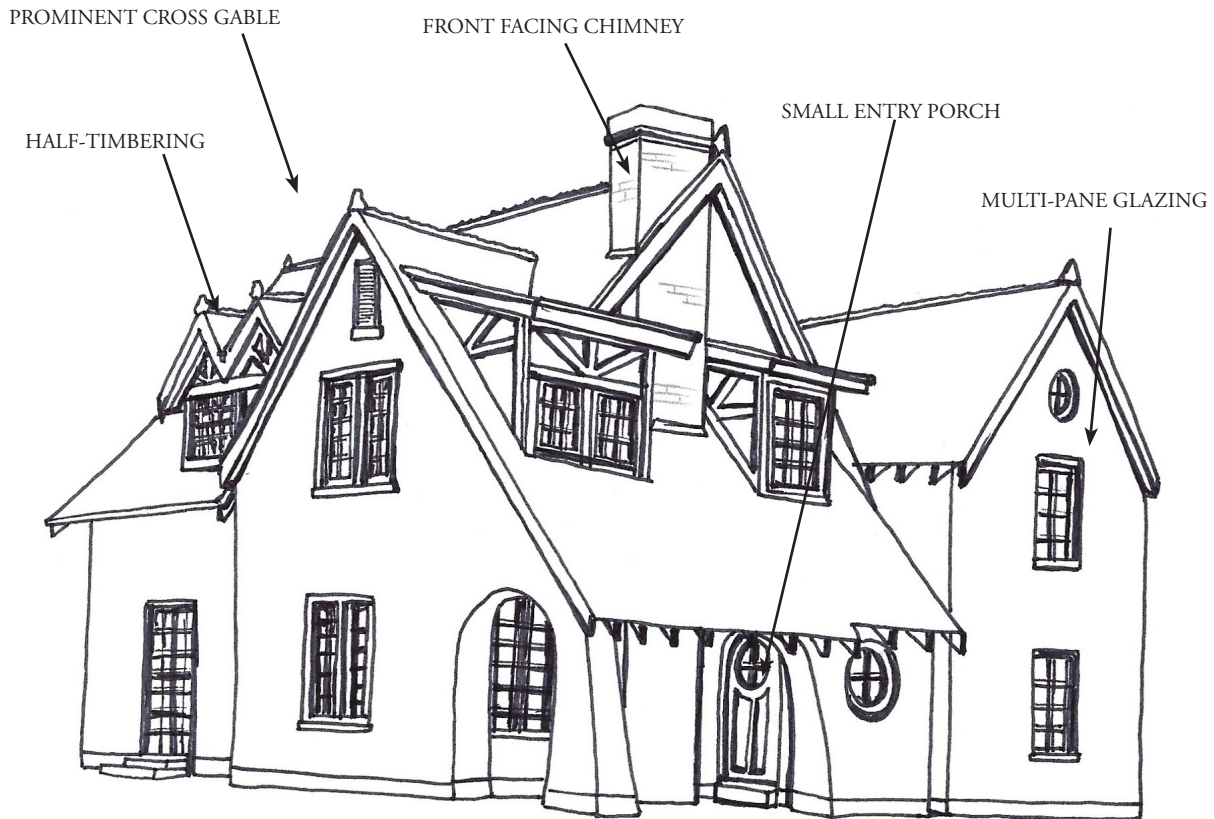
Tudor Revival Style



Tudor Revival style is prevalent in both Miller and Chautauqua Historic Districts. After World War I this style became enormously popular as new construction technologies allowed brick and stone veneer to be applied to frame buildings.

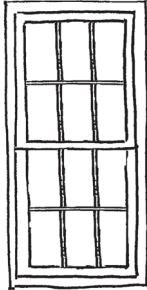
Characteristics:

- Steeply pitched roofs;
- Usually side-gabled with one or more prominent cross gables;
- Windows usually appear very tall and narrow in multiple groups and multi-pane glazing;
- Walls typically clad with stucco, brick, or wood and feature false half-timbering;
- Front façade porches are generally either small entry porches or absent;
- Side porches are common;
- Front facing chimneys with chimney pots;
- Round arched doorways with heavy doors are common;
- Windows commonly located on or below the dominant front gable(s).

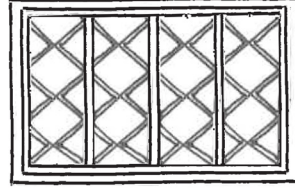
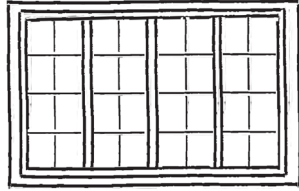


Appropriate Elements for the Architectural Style:

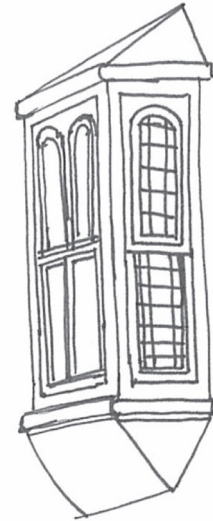
Windows



6 OVER 6
DOUBLE HUNG

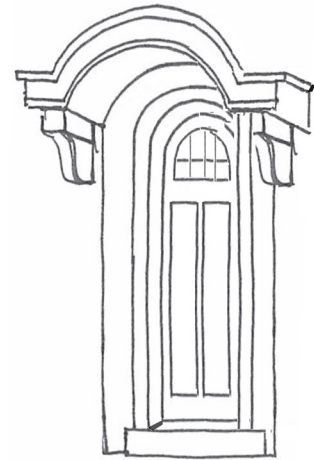
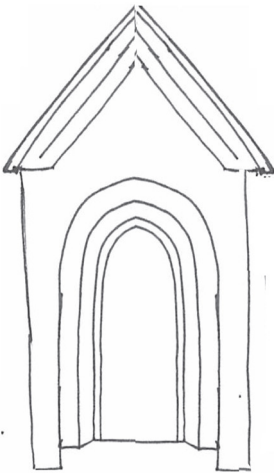


CASEMENT



ORIEL

Doors And Entrances



Light Fixtures



National Style



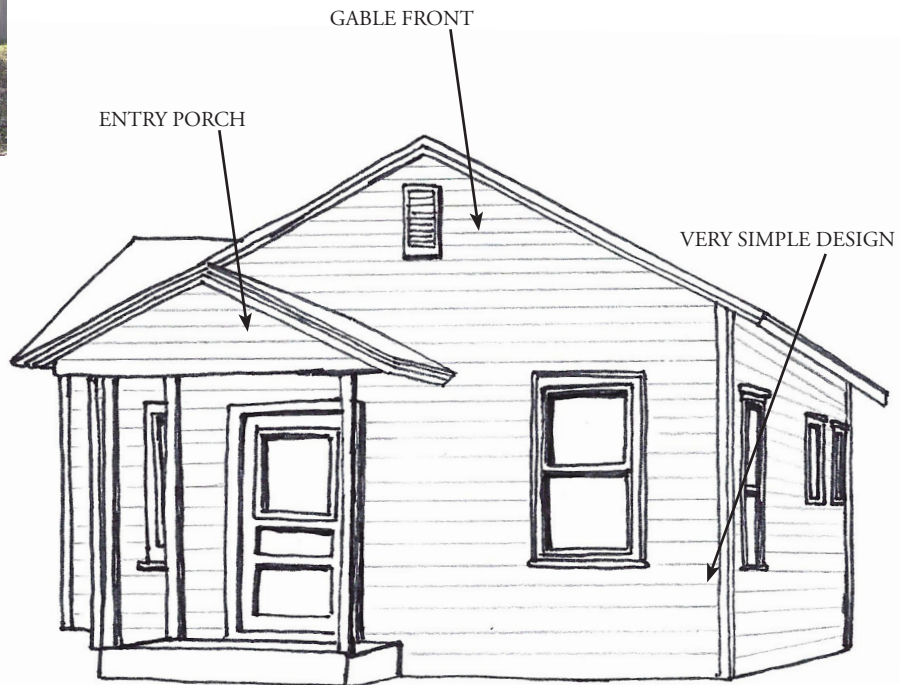
Popular between 1890 and 1950, National style is perhaps the oldest architectural style in Norman’s historic districts. Not connected to any particular classical style of architecture, National style responded to the constraints of locally available materials and the need for economical buildings.

Between 1890 and 1910, many one-and two-story side-gable houses were constructed throughout Norman. Front-gable and wing houses were also very popular. Many of Norman’s alley houses are also classified as National style. Originally built to rent to students and faculty from the university, this simple one-and-two-story style was later used during the 1940s for war housing.



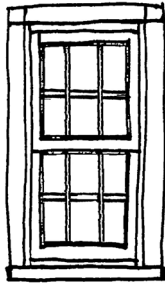
Characteristics:

- Very simple design;
- No ornamentation;
- The porch is often the most decorative element;
- The house shape is the National style’s first distinguishing feature and includes forms such as gable-front, gable-front-and-wing, hall-and-parlor, side-gabled houses, pyramidal houses, and I-shaped plans;
- The modest shotgun house is an example of National style.

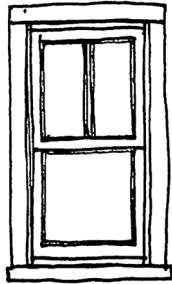


Appropriate Elements for the Architectural Style:

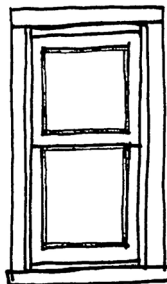
Windows



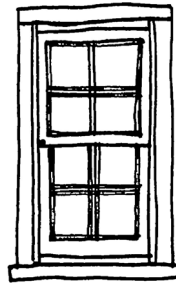
6 OVER 6
DOUBLE HUNG



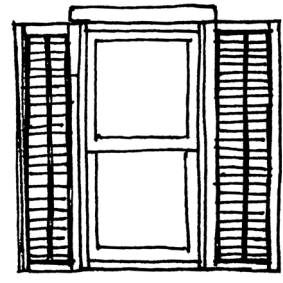
2 OVER 1
DOUBLE HUNG



1 OVER 1
DOUBLE HUNG

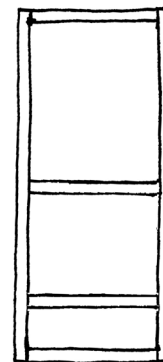
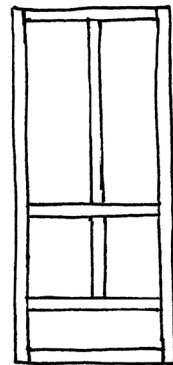
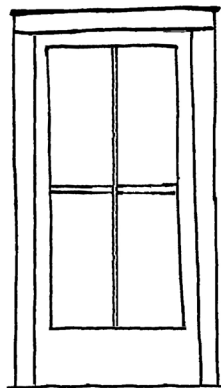
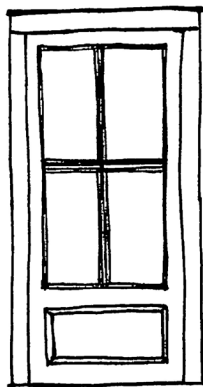


4 OVER 4
DOUBLE HUNG



1 OVER 1
DOUBLE HUNG
WITH SHUTTERS

Doors And Entrances



Screen Doors

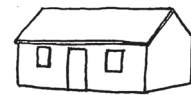
House Shapes



GABLE-FRONT



GABLE-FRONT &
WING (L SHAPED)



HALL & PARLOR



I-HOUSE



MASSED-PLAN
SIDE-GABLED



PYRAMIDAL

Colonial Revival Style



Colonial Revival style structures, common between 1889 and 1955, are scattered throughout Miller and Chautauqua Historic Districts. Most examples built after 1910 have side-gabled roofs.

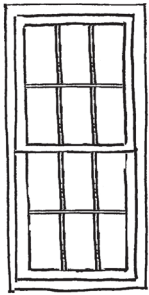
Characteristics:

- They are distinguished by their symmetrical, rectangular shape;
- Generally two stories;
- Accentuated front door;
- Decorative crown or pediment supported by pilasters;
- Entry porch with classical columns;
- Fanlights and sidelights;
- Were constructed of both brick and wood;
- Often decorated with shutters.

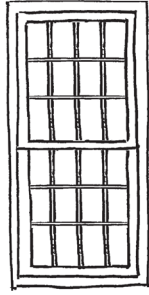


Appropriate Elements for the Architectural Style:

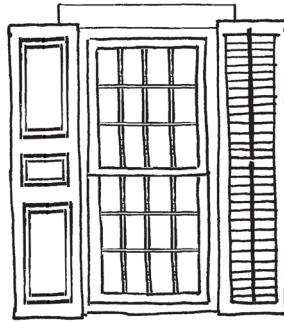
Windows



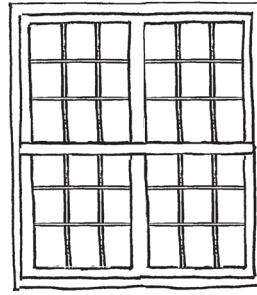
6 OVER 6
DOUBLE HUNG



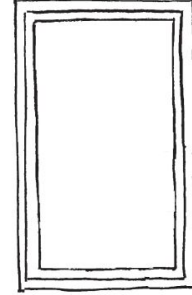
12 OVER 12
DOUBLE HUNG



12 OVER 12
DOUBLE HUNG WITH
MOST COMMON
SHUTTERS

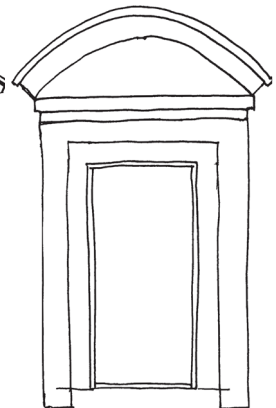
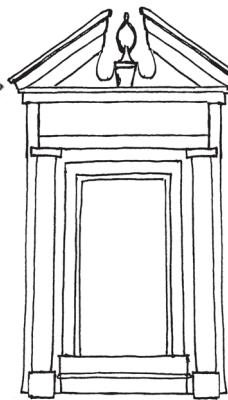
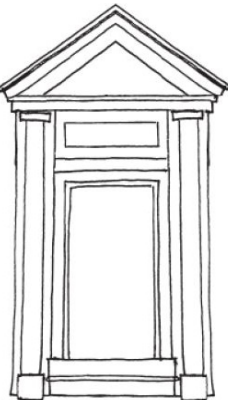
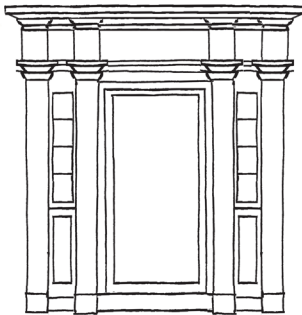
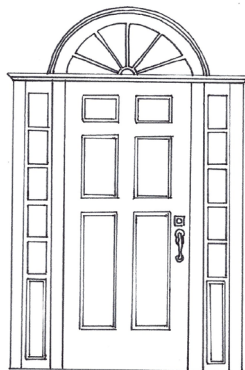
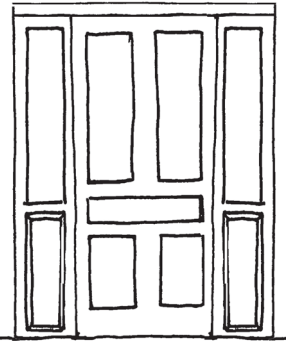
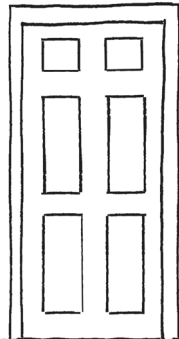
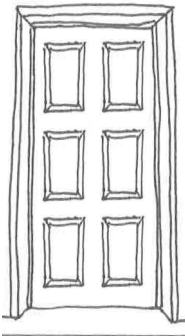


PAIRED WINDOWS

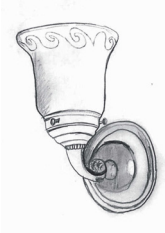


CASEMENT
(OPENS LIKE A DOOR)

Doors And Entrances



Light Fixtures



Prairie Style



Developed in Chicago by Frank Lloyd Wright and Louis Sullivan, Prairie style is regarded as one of the few truly American styles of architecture and became very popular between 1900 and 1920.

A simplified version of Prairie style, known as the American Foursquare, was perhaps the most popular subtype, particularly in the Midwest. Although common in urban settings, it was one of the preferred styles of farm families on the Plains.

Characteristics:

- Distinctive horizontal lines;
- Hipped roofs;
- Wide eaves;
- Massive square porch supports;
- Contrasting caps on porch and balcony railings;
- Contrasting wood trim between stories;
- Horizontal siding;
- Use of contrasting colors.

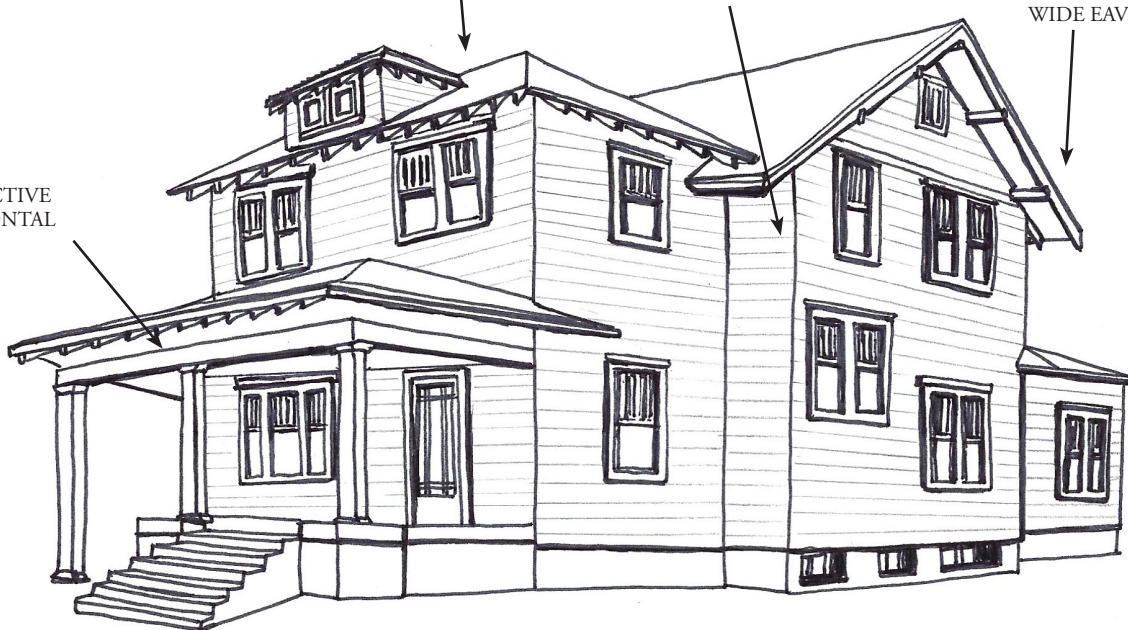


HIPPED ROOFS

HORIZONTAL SIDING

WIDE EAVES

DISTINCTIVE HORIZONTAL LINES



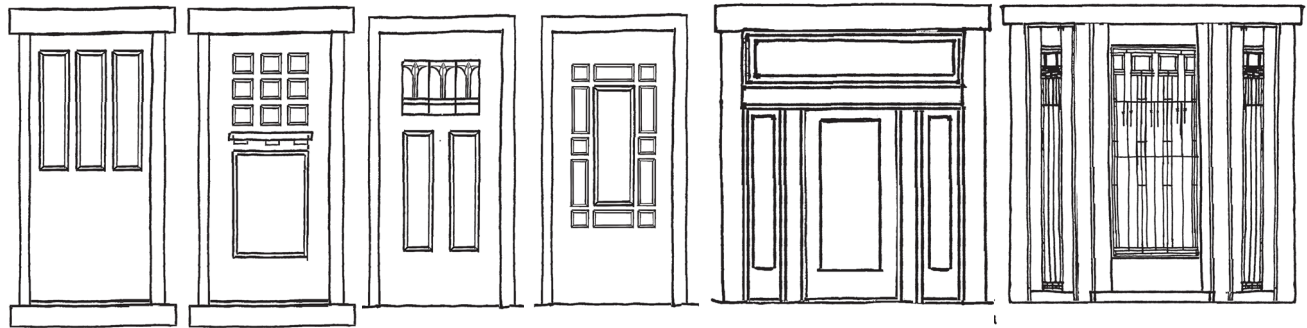
Appropriate Elements for the Architectural Style:

Windows

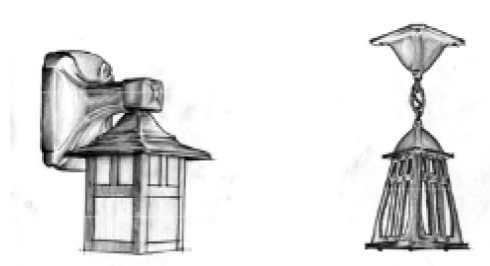


WRIGHTIAN
ANGULAR GEOMETRIC

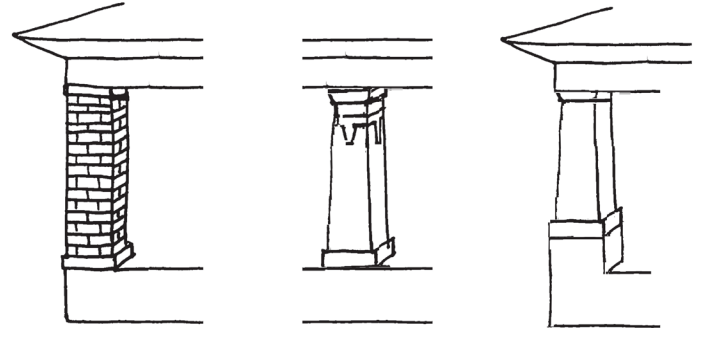
Doors And Entrances



Light Fixtures



Common Porch Supports



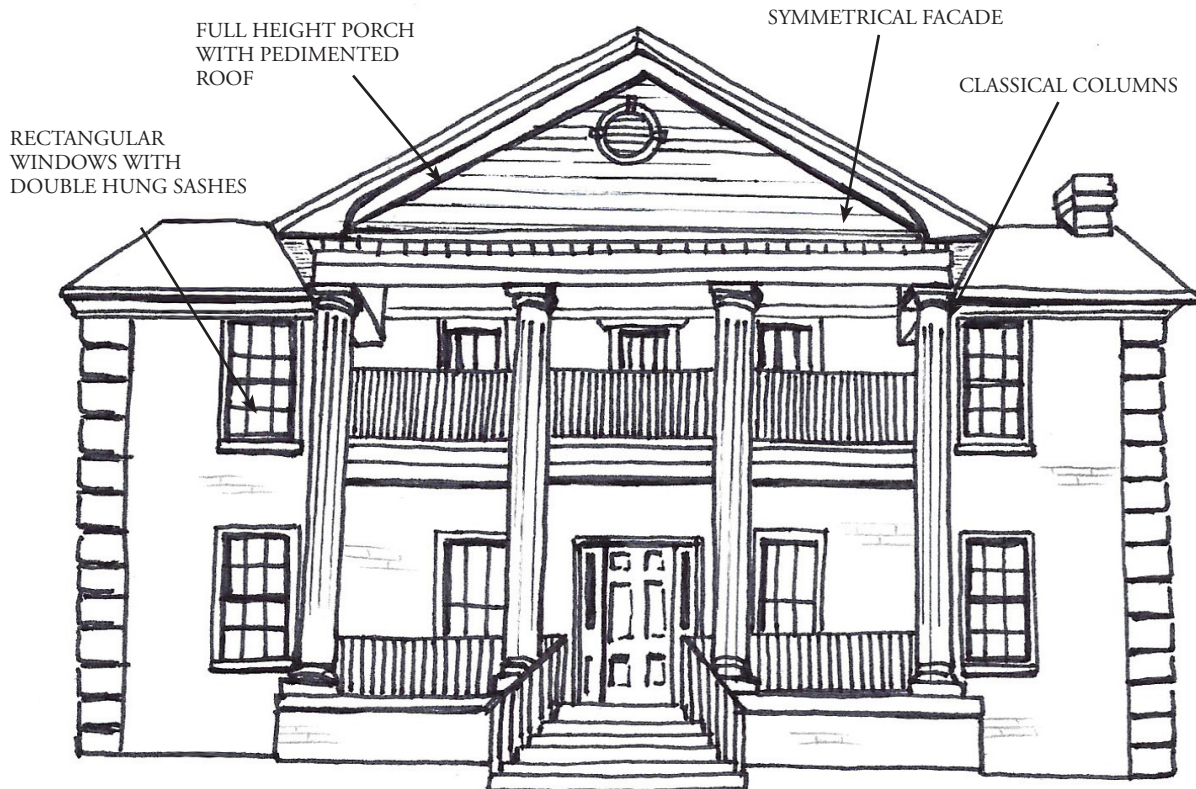
Neoclassical Style



The Neoclassical style dominated domestic architecture throughout the country during the first half of the 20th century.

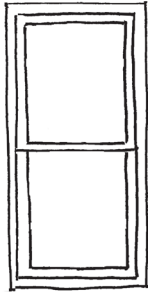
Characteristics:

- Full height porch with roof supported by classical columns with Ionic or Corinthian capitals;
- Symmetrical façade, centered door and balanced windows;
- Subtypes have central entry porch extending full height but not full width;
- Porch with a gabled roof or pedimented roof;
- Curved semi-circular entry porches with flat roofs;
- Front gable roofs with a full-façade colonnaded porch like miniature Greek temple;
- One story cottages usually have hipped roofs with prominent central dormers with colonnaded porch;
- Elaborate decorative surrounds on doors;
- Rectangular windows with double hung sashes;
- Boxed eave with moderate overhang with the dentils beneath at cornices.

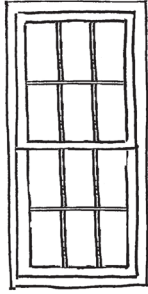


Appropriate Elements for the Architectural Style:

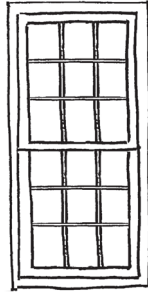
Windows



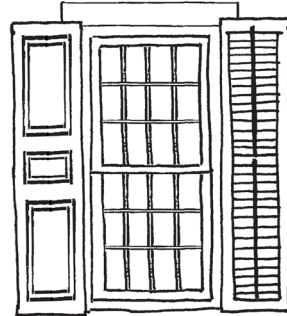
1 OVER 1
DOUBLE HUNG



6 OVER 6
DOUBLE HUNG

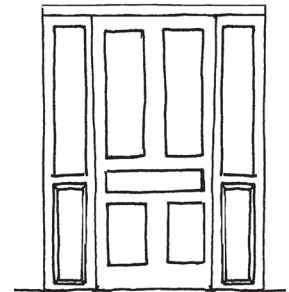
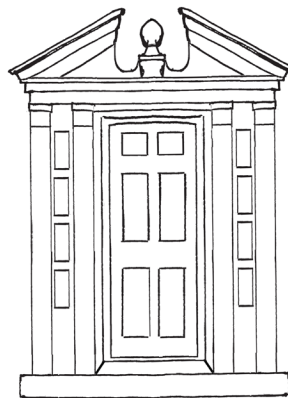
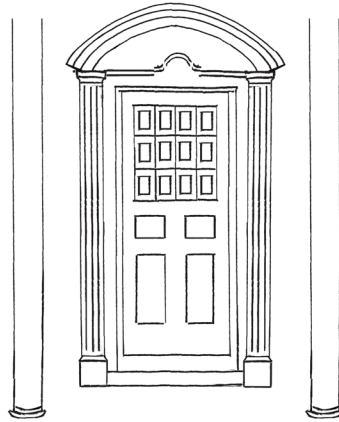
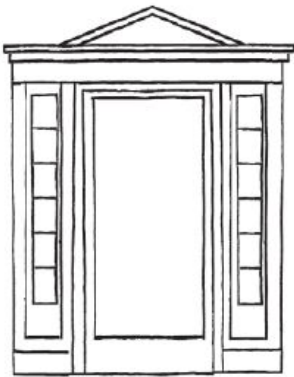


9 OVER 9
DOUBLE HUNG



12 OVER 12
DOUBLE HUNG WITH
MOST COMMON
SHUTTERS

Doors And Entrances



Light Fixtures

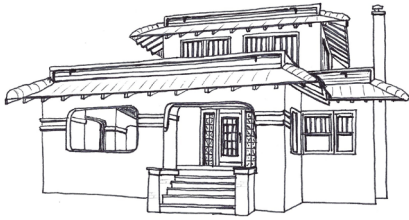


Spanish Revival Style

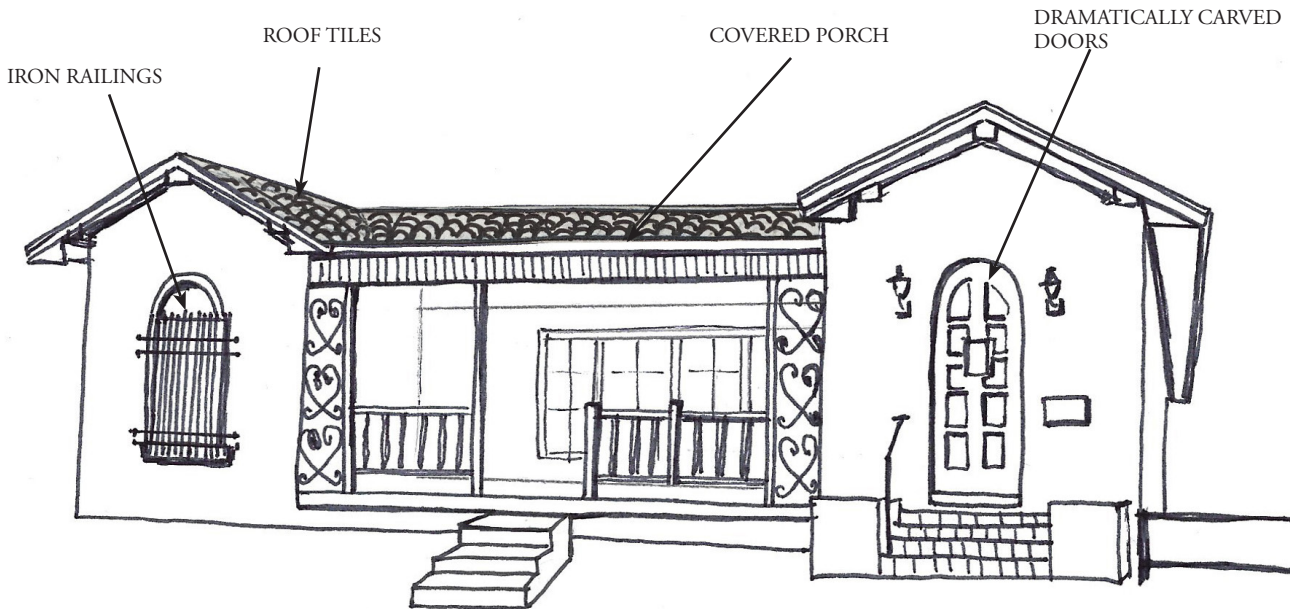
The style uses decorative details borrowed from the entire history of Spanish architecture. It is most common in the southwestern states, particularly California, Arizona, Texas, and Florida. Before about 1920, houses of Hispanic precedent were based on simple early Spanish missions.

Characteristics:

- Decorative details borrowed from Spanish architecture;
- Roof tiles of two varieties: Mission tiles (half-cylinders) and Spanish tiles (S-curve);
- Dramatically carved doors in high style are more common;
- Less elaborate entrance doors of heavy wood panel are also common;
- Multi-level roofs;
- One or two-story covered porches;
- Canopies clad with terracotta tiles;
- Decorative iron door hardware;
- Balconettes with iron railings the full width of the windows.

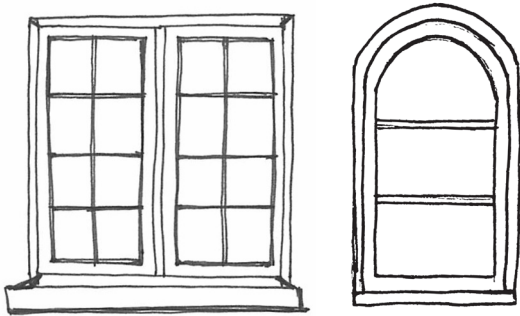


This stucco Craftsman house has strong Spanish Colonial Revival influences.

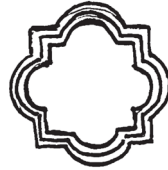


Appropriate Elements for the Architectural Style:

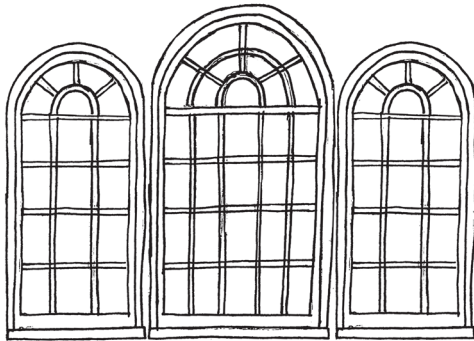
Windows



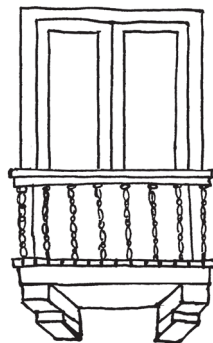
CASEMENT WINDOWS



QUATREFOIL WINDOW

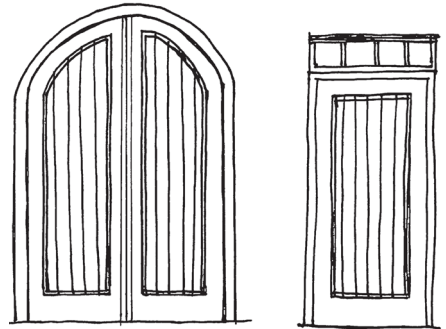
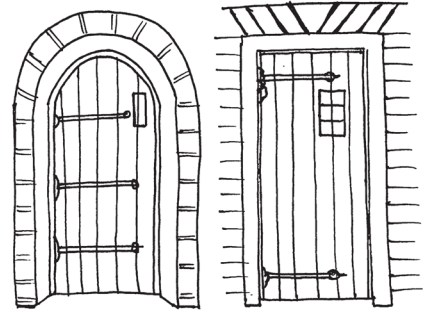


FOCAL WINDOWS



BALCONETTE

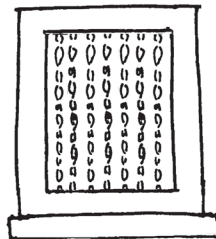
Typical Doors



Window Grilles

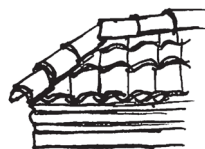


METAL

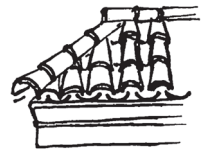


WOOD

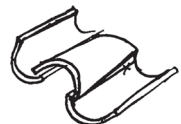
Tile Roof Patterns:



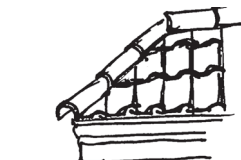
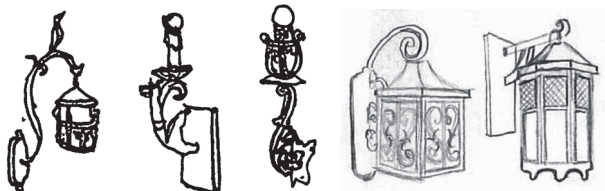
SPANISH TILE



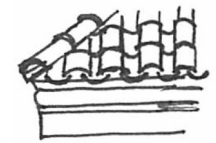
TAPERED MISSION TILE



Light Fixtures



AMERICAN SPANISH TILE



STRAIGHT BARREL MISSION TILE



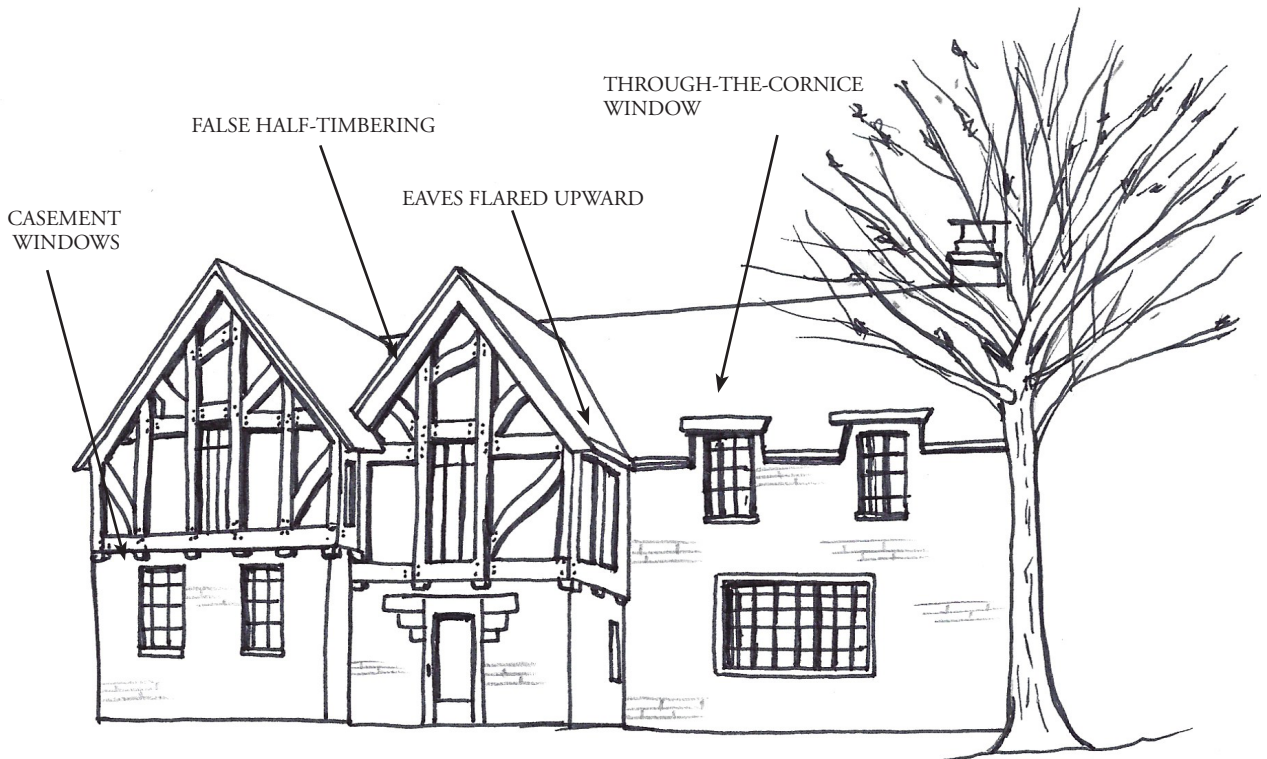
French Eclectic Style

This style began to be somewhat fashionable in the early 1920s, and in 1925 about five percent of the new homes built were French, according to a study of houses published in architectural journals that year. The use of half-timbering with a variety of different wall materials, as well as roofs of flat tile, slate, stone, or thatch, are common to both as a result. French Eclectic houses often resemble the contemporaneous Tudor style based on related English precedent.



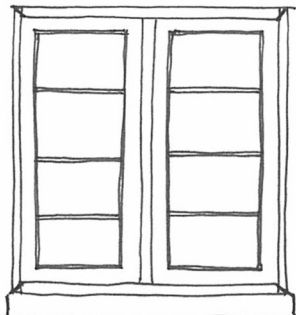
Characteristics:

- Steeply pitched roof;
- Eaves commonly flared upward at roof-wall junction;
- Brick, stone, or stucco wall cladding;
- False half-timbering;
- Overhanging upper stories;
- Through-the-cornice window (breaks roof line);
- Casement windows.

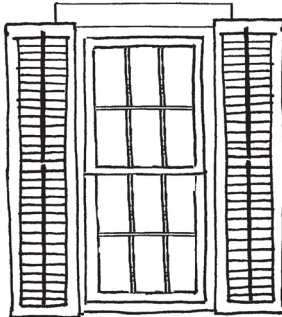


Appropriate Elements for the Architectural Style:

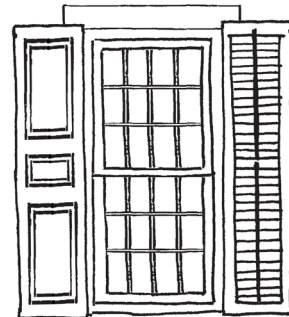
Windows



CASEMENT WINDOWS

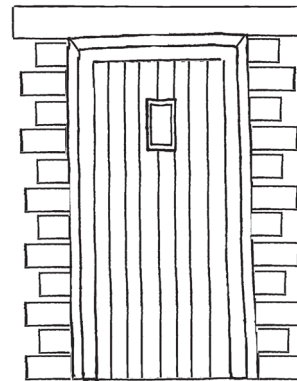
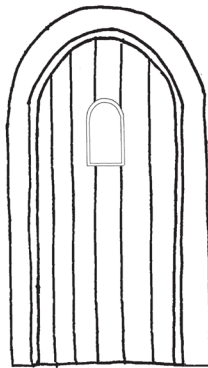
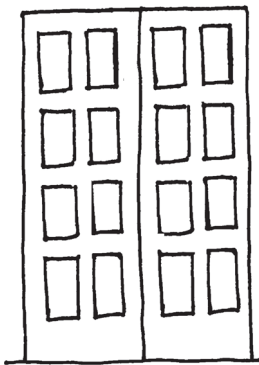


6 OVER 6
DOUBLE HUNG WITH
SHUTTERS



12 OVER 12
DOUBLE HUNG WITH
MOST COMMON
SHUTTERS

Doors And Entrances



Light Fixtures



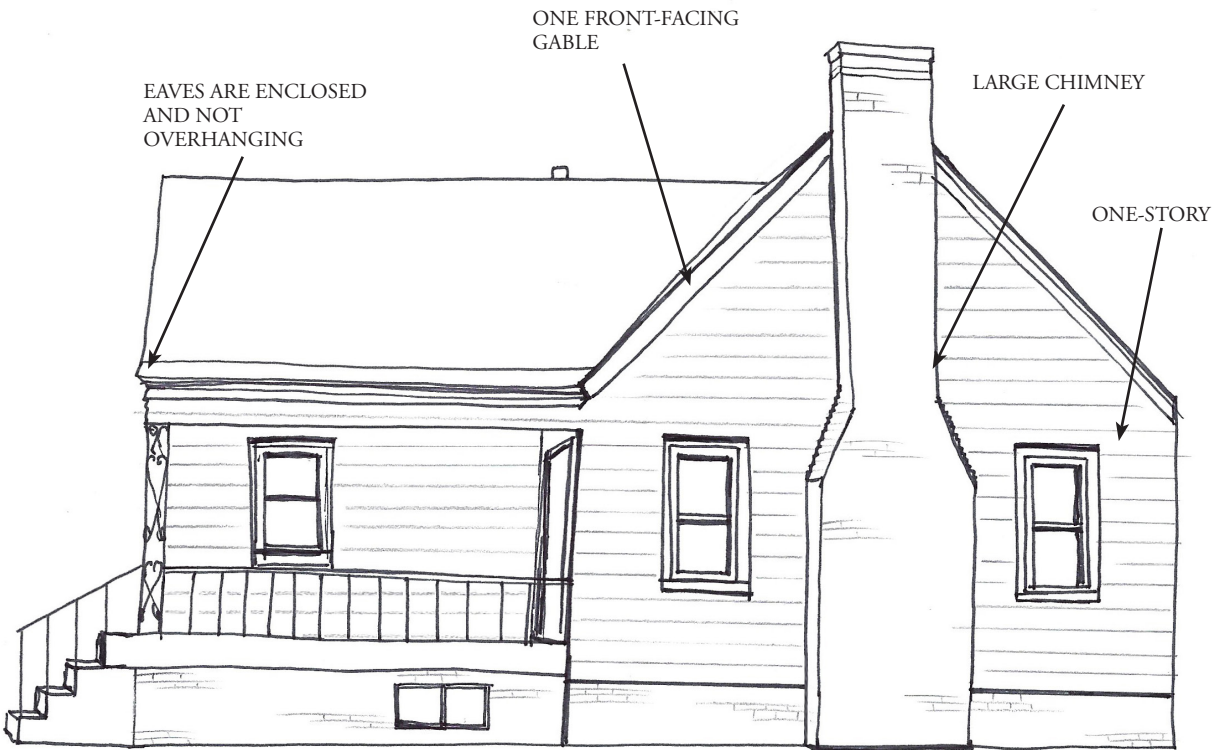
Minimal Traditional



During the early 1940s, concentrations were rapidly built where new sites for World War II production plants created an urgent local need for worker housing. These late 1940's developments were necessary to begin to fulfill the wartime GI Bill promise that every returning serviceman would be able to purchase a home.

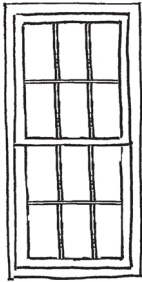
Characteristics:

- Reflects the form of traditional style houses but lacks their decorative detailing;
- Roof pitches are low to intermediate;
- Eaves and rakes are close rather than overhanging;
- Eaves are enclosed;
- Usually but not always there is a large chimney, and at least one front-facing gable;
- Many reflect Tudor cottages with the roofline lowered and detailing removed;
- Most are one-story houses; occasionally two-story examples are seen;
- Most commonly two-story examples have extra detailing.

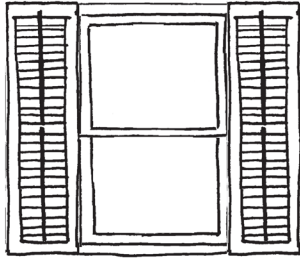


Appropriate Elements for the Architectural Style:

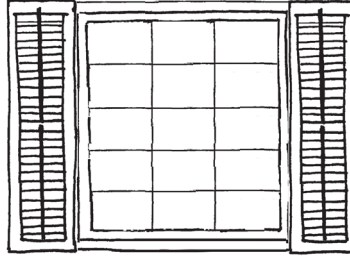
Windows



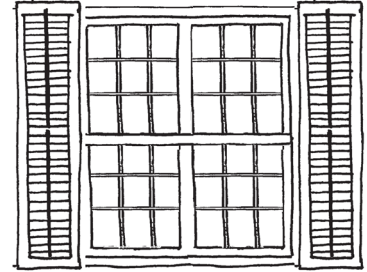
6 OVER 6
DOUBLE HUNG



DOUBLE HUNG
1 OVER 1 WITH SHUTTERS

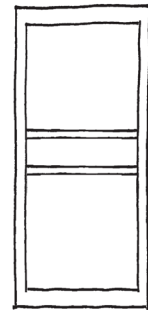
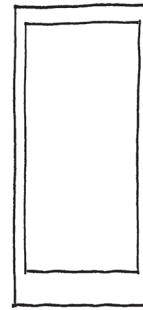
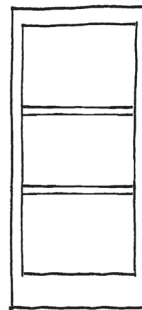
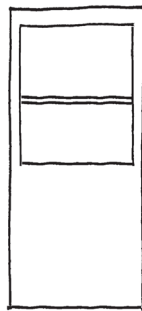
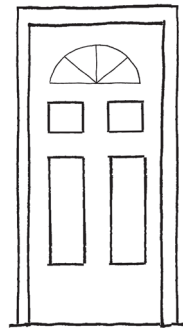
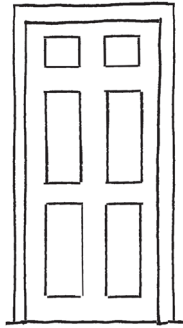
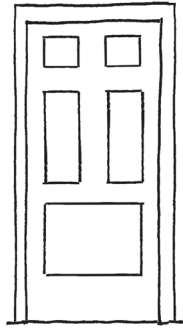
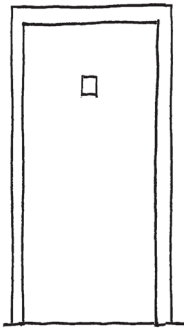


CASEMENT WINDOW
WITH SHUTTERS

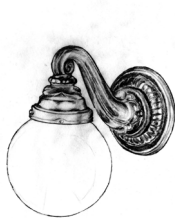


PAIRED WINDOWS
WITH SHUTTERS

Doors And Screen Doors



Light Fixtures



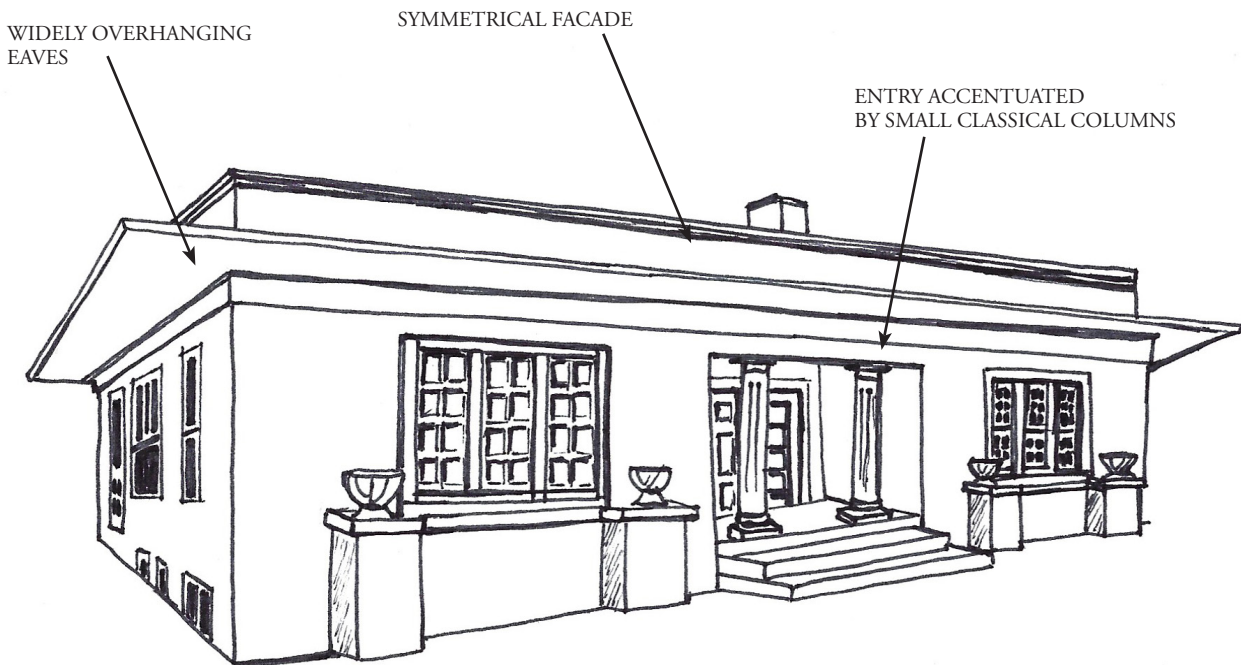
Italian Renaissance



The Italian Renaissance style is found in early 20th-century houses throughout the country but is considerably less common than the contemporaneous Craftsman, Tudor, or Colonial Revival styles. Primarily a style for architect-designed landmarks in major metropolitan areas prior to World War I, vernacular interpretations spread widely with the perfection of masonry veneering techniques; most of these date from the 1920s.

Characteristics

- Characterized by brick or stucco veneer over wood framing;
- Entry area accentuated by small classical columns or pilasters;
- Façade most commonly symmetrical;
- Widely overhanging eaves;
- Subtypes include: Simple hipped roof, hipped roof with projecting wing, asymmetrical or flat roof.

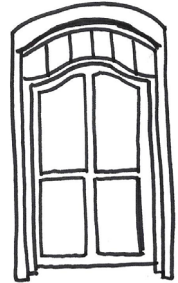
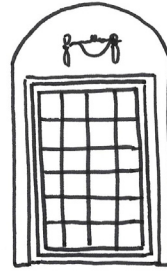
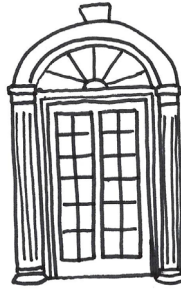
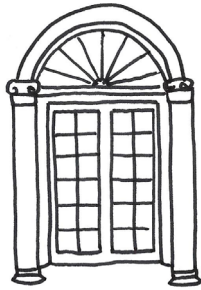


Appropriate Elements for the Architectural Style:

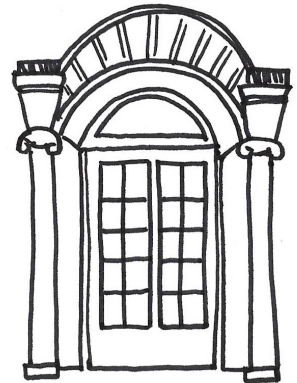
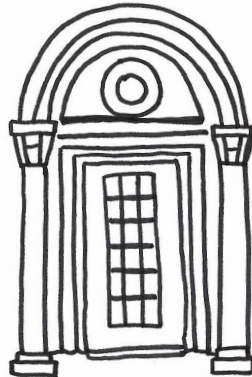
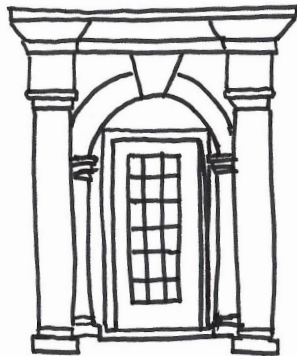
Windows



CASEMENT WINDOWS



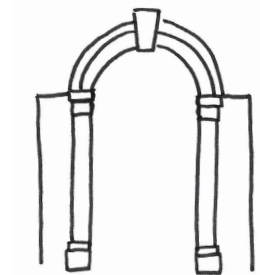
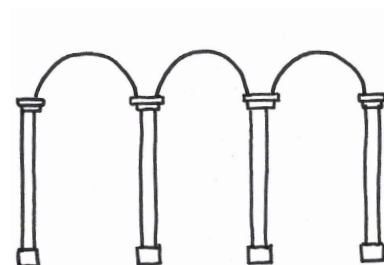
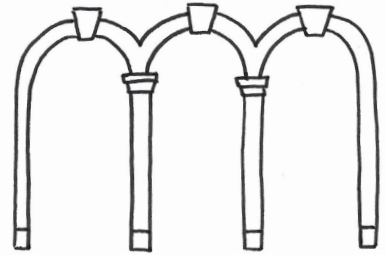
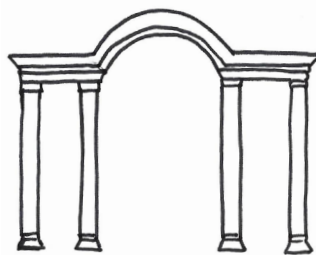
Doors And Entrances



Light Fixtures



Porches



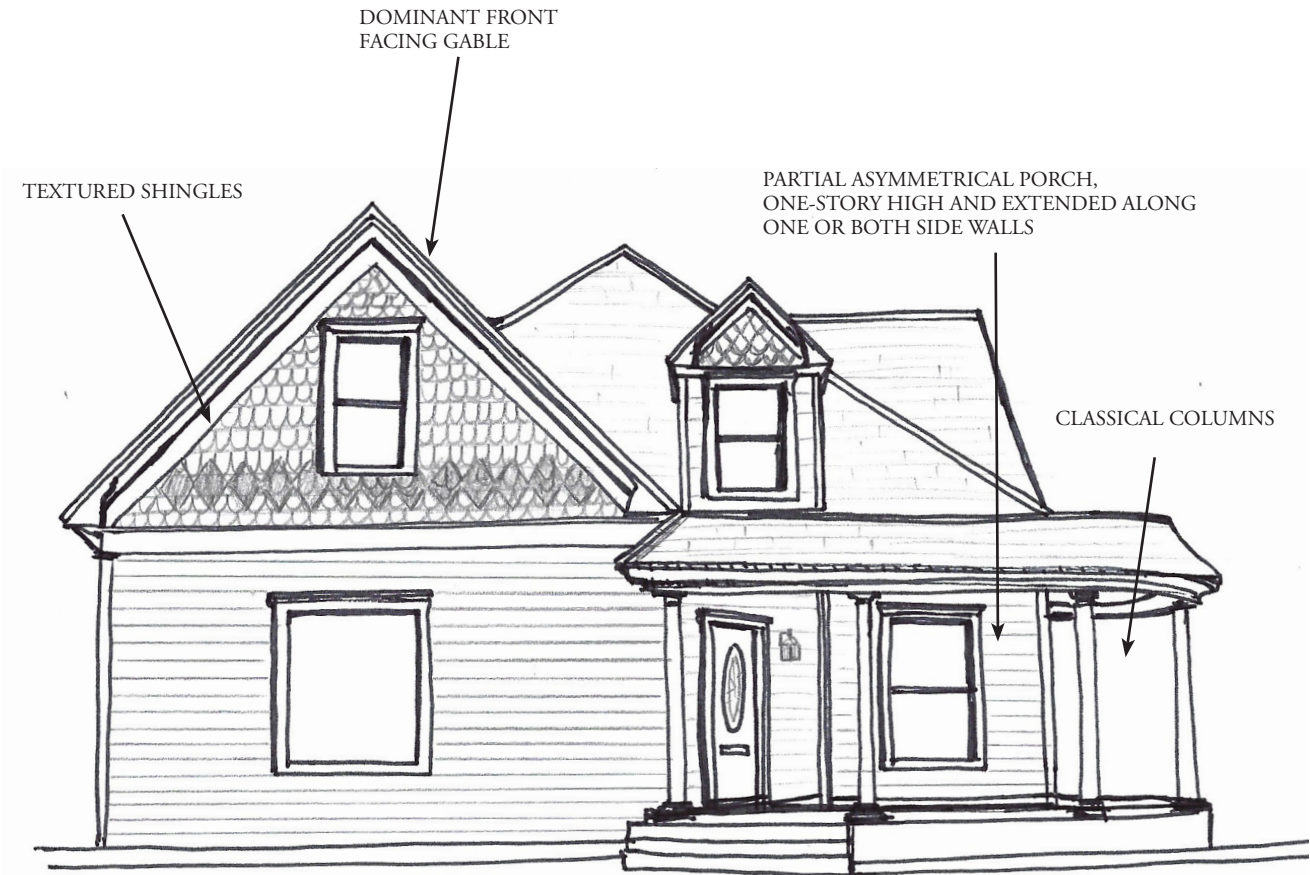
Queen Anne



Queen Anne was the dominant style of domestic building during the period from about 1880 until 1900; it persisted with decreasing popularity through the first decade of the century. In the heavily populated northeastern states the style is somewhat less common than elsewhere. There, except for resort areas, it is usually more restrained in decorative detailing and is more often executed in masonry.

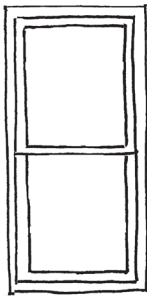
Characteristics

- Hipped roof with lower cross gables;
- About 50 percent of houses have spindlework;
- Classical columns;
- Partial or full-width symmetrical porch, usually one-story high and extended along one or both side walls;
- Differing wall textures like patterned wood shingles shaped into varying designs.

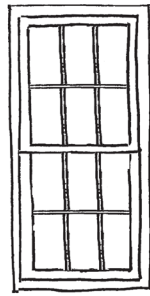


Appropriate Elements for the Architectural Style:

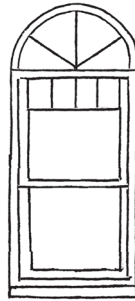
Windows



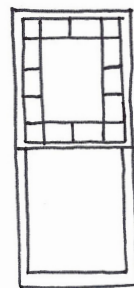
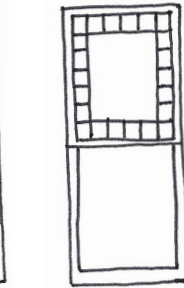
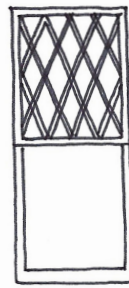
1 OVER 1
DOUBLE HUNG



6 OVER 6
DOUBLE HUNG

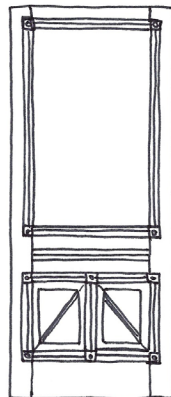
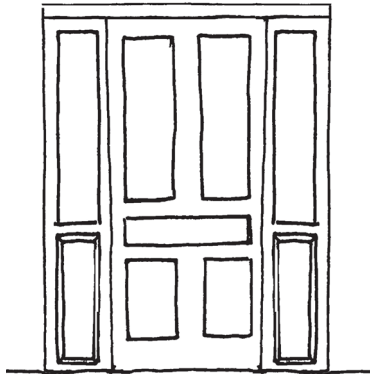


DOUBLE HUNG
WITH HALF
ROUND TRANSOM

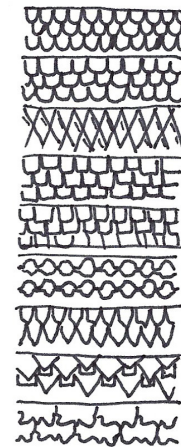


DOUBLE HUNG WITH
GRILLE ON TOP SASH

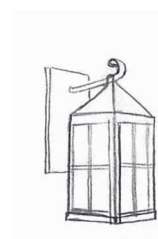
Doors And Entrances



Wood Shingles



Light Fixtures



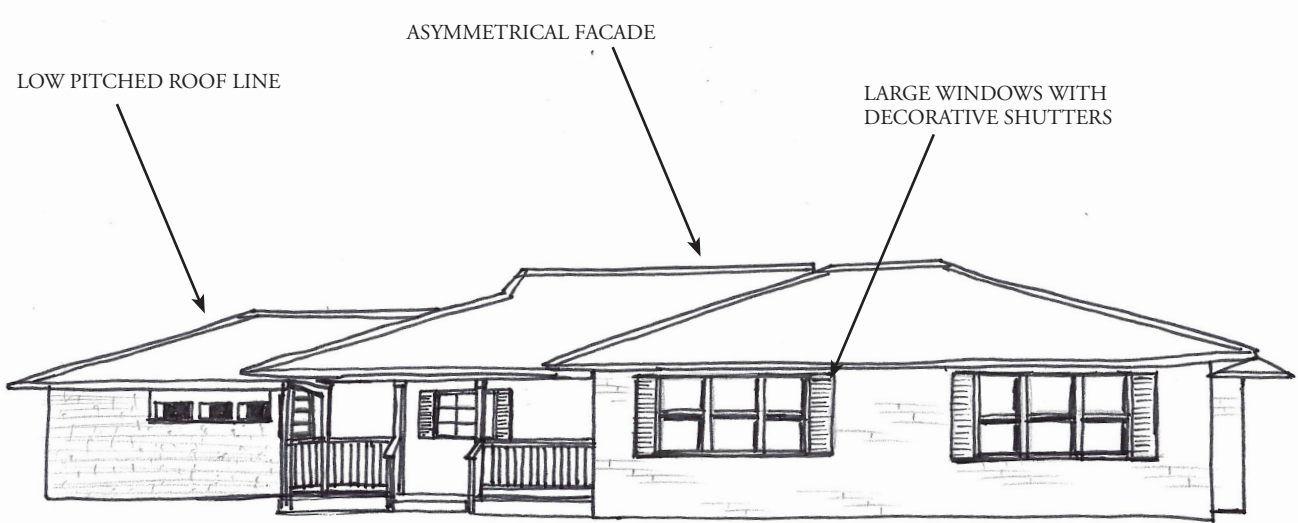
Ranch



The Ranch style is a uniquely American domestic architectural style. It began in the 1930s and is loosely based on Spanish Colonial, Craftsman, and Prairie precedents.

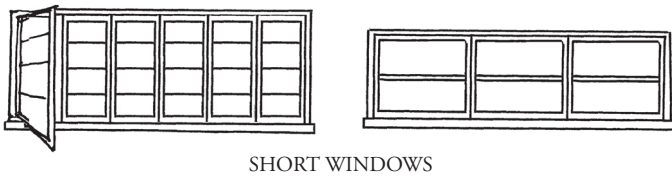
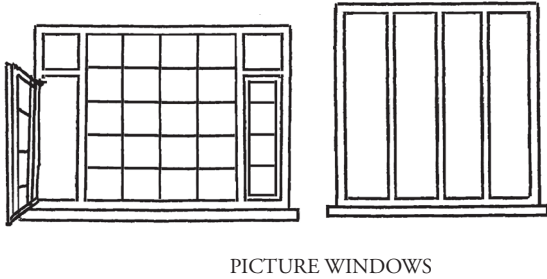
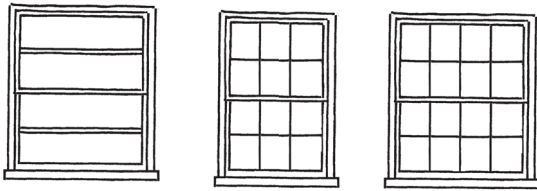
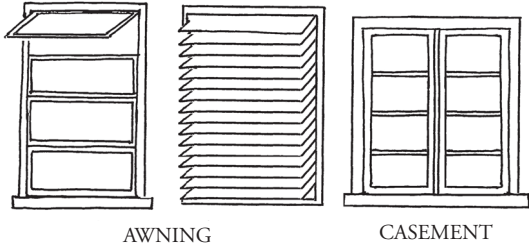
Characteristics

- Single-story with asymmetrical façade;
- Three common roof forms, hipped-roof dominates, followed by cross-gabled, finally side-gabled;
- Large picture windows with decorative shutters;
- Low-pitched roof with long, low roofline;
- Wide to moderate with eave overhang, boxed or open;
- Porch roof supports in decorative iron;
- Brick or wood cladding.

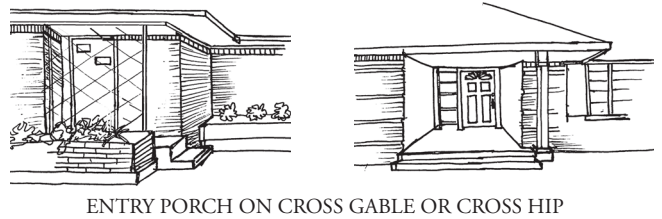
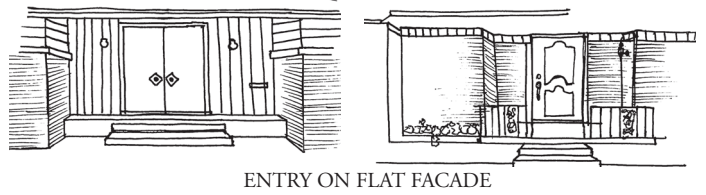
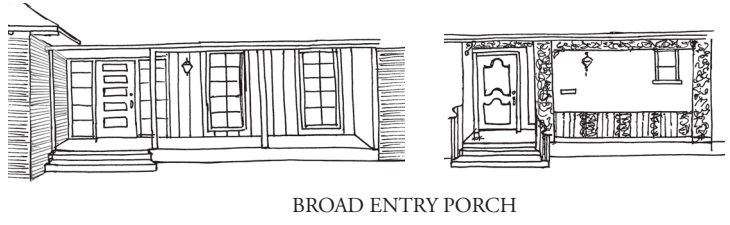


Appropriate Elements for the Architectural Style:

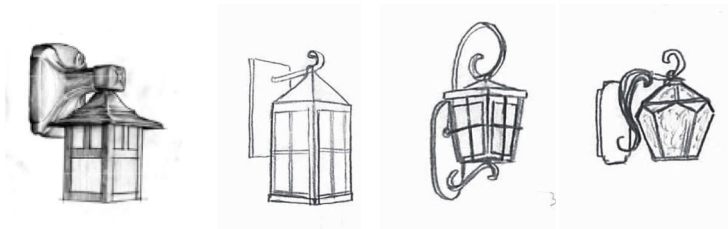
Windows



Doors And Entrances



Light Fixtures



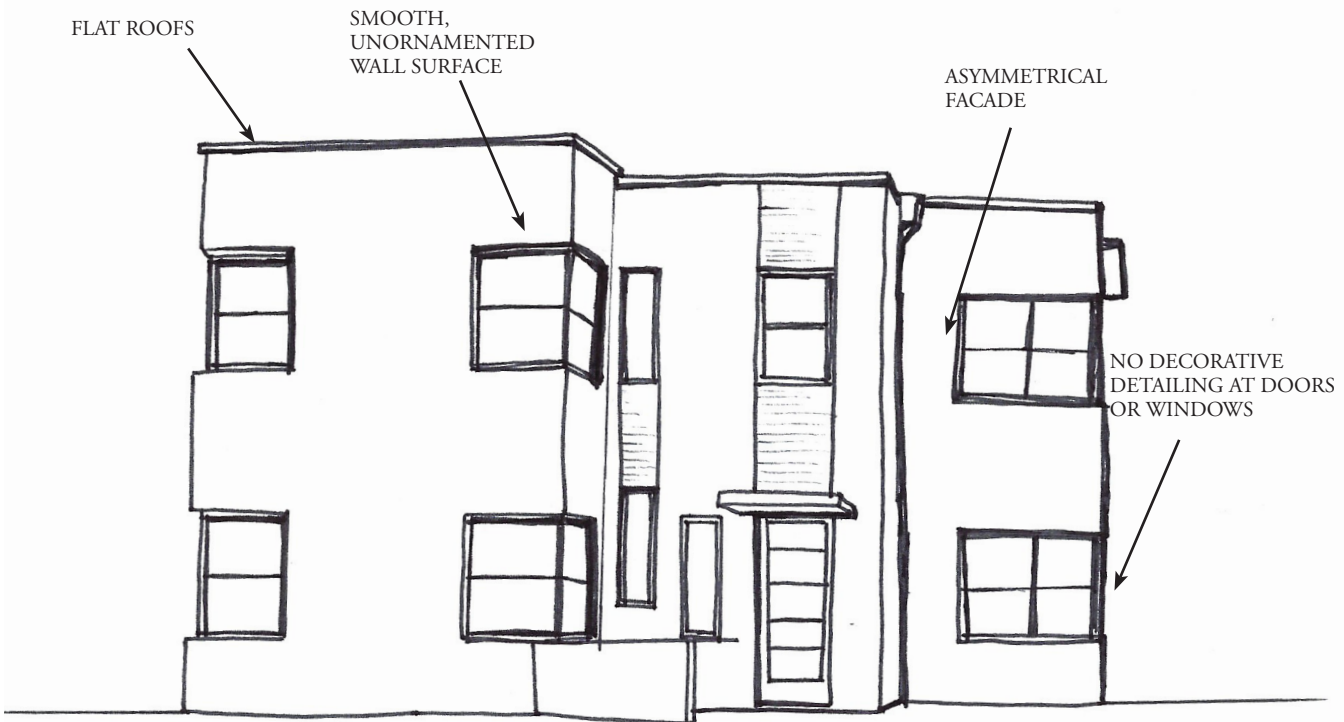
International



In the decades separating WWI and WWII - while Americans were building neighborhoods of period houses, European architects were busy creating dramatic new modern homes and buildings. Le Corbusier in France, Oud and Rietveld in Holland, and Walter Gropius and Mies Van Der Rohe in Germany were all working without historic precedent, trying to exploit the materials and technology of the day. These pioneers wished to create an International architecture “independent of specific materials, sites or cultural tradition” and specifically chose white stucco as a uniting material to achieve these ideals.

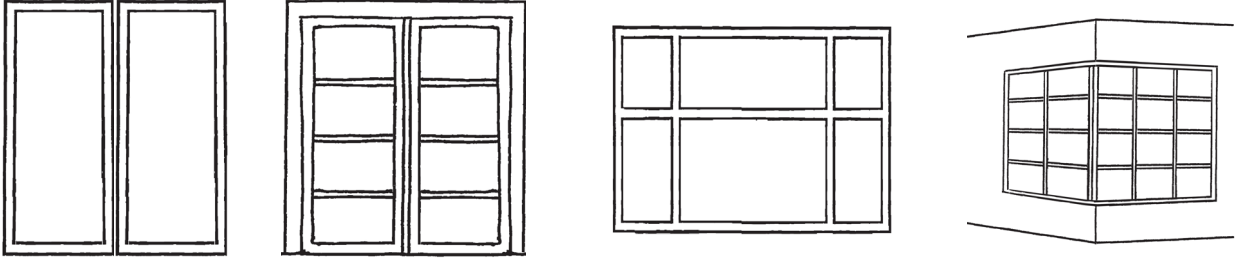
Characteristics

- Flat roof, usually without ledge (coping) at roof line;
- Windows set flush with outer walls;
- Smooth unornamented surfaces with no decorative detailing at doors or windows;
- Large window groupings, often linear, and expanses of windowless wall surface;
- Unified wall cladding, generally white stucco;
- Commonly assymetrical.

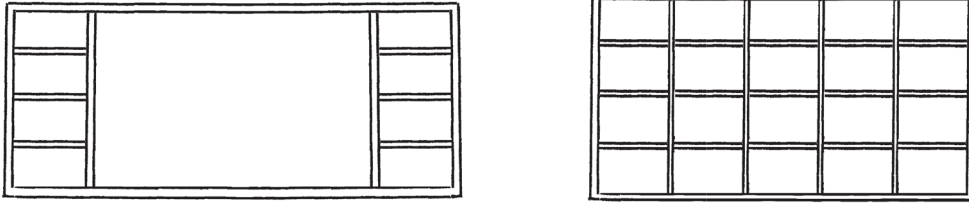


Appropriate Elements for the Architectural Style:

Windows

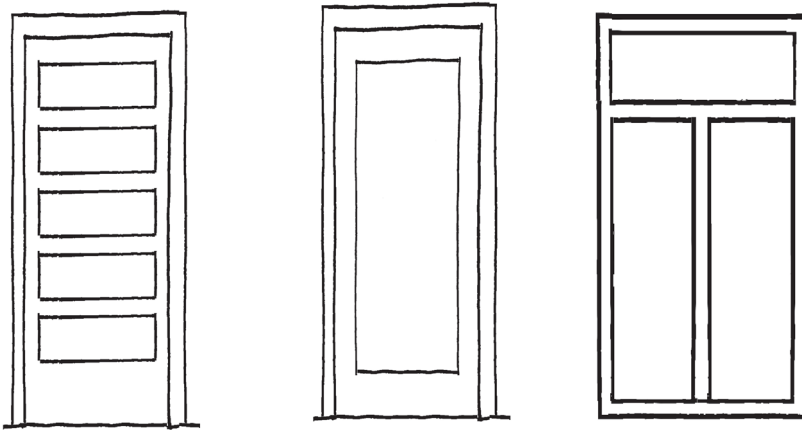


CASEMENT WINDOWS



PICTURE WINDOWS

Doors And Entrances



Historic District Ordinance

Public Comments- Revised Historic Preservation Guidelines

Name	Source of Comment	Address	Historic District	Comment	Question	Misc Info
Kathleen Wallis	Comment left via feedback		Resides/Owns in Miller HD		Will high impact shingles be allowed?	Sent email back 7-26-2 & 7-26-21
Benny Ellis	Phone call to staff		Owns property in Chautauqua HD	Would like the Commission to consider allow property owners to replace all windows for energy efficiency reasons. Old properties loose heat and cold through single panes.		Spoke to him on the phone and told him I would relay his concerns. Sent him hard copies of PP presentation from the July 19th public meeting. Also hard copy of tracked changes.
Cheryl Clayton	July 19 Public Comment Meeting	503 Tulsa Street	Resides/Owns in Southridge HD	Administrative Bypass is limited to installation of items in rear yard that are not visible, this does not work for a corner lots. Does not think corner lots should have "two fronts" as laid out in Guidelines.		Staff explained that the Guidelines that since at least the 2008 version of the Guidelines have stated that corner lots have 2 fronts.
				Cement fiberboard or hardieboard should be allowed out right. Other cities Historic Districts, such as Baltimore, allow cement board outright.		
				Accessory structures should not have to match the principal structure. If you look in the neighborhood, the historic accessory structures were made out of wood most of the time. Are Tuff sheds outlawed? Those should be allowed.		
				The proposal to allow parking pads 400 square feet or less in the rear yard with no visibility is too small. It should be at a minimum 650 sq ft. House should be user friendly, residents should be able to step out of their vehicles onto concrete not 6' tall fences on the sides of the house should be approvable by administrative bypass.		
				Increase the size of National Register Plaque approvable by Admin Bypass to 15" x 15" instead of 2 square feet.		
				The proposed revised Guidelines require chimneys to be repaired and supported internally in the attic. Why can't they just be removed if they are deteriorated since they are no longer used? (she is talking about secondary chimneys that no longer		
				The proposed revised Guidelines does not allow metal roofs. Metal shingles is what she has on her house and they should be allowed, just like asphalt shingles.		
				All access ramps should be allowed, even if on the front of the structure and made out of concrete. Applicants should not have to go HDC. should be approvable by		
Lary Lessman	July 19 Public Comment Meeting	600 Miller Ave	Owns/resides in the Miller HD	Thinks the definition of two fronts for a corner lot should be clarified in the Guidelines		Staff explained that corner lots do receive more scrutiny than interior lots, in order to protect the historic character of the neighborhood as a whole. Encourage alterations to historic structures in the rear with no or less visibility.
David John	July 19 Public Comment Meeting	410 S Peters	Owns/resides in the Miller HD	Historic houses in Norman do have metal roofs. The revised Guidelines should allow metal roofs by Commission review.		
					Asked: Isn't the property in the three Historic Districts zoned R-1 and therefore garage apartments are not allowed?	Staff explained that there were areas in both Miller and Chautauqua Historic Districts that are zoned R-2 an R-3 that would allow for garage apartment. Regardless, the HD Commission does not have purvey over zoning. Accessory structure requests can allow be reviewed by the Commission as to whether they meet the design Guidelines or not.
Marsha McDaris	July 26 Public Comment Meeting	448 College Ave	Resides in Chautauqua. Also owns properties in Chaut. HD	Thought garages should be limited to 1 2-car garage. 3-car garage not appropriate		
				Should allow cement fiberboard on historic structures		
				Can Guidelines prohibit small cell tower sites in Historic District		
Karen Thurston	July 26 Public Comment Meeting	712 Cruce St	Resides/Owns in Chautauqua HD	Wanted to let us know that narrow porch flooring is no longer available at Forest Lumber		
				Make clear what Guidelies are for landscaping.		
Lee Hall	July 26 Public Comment Meeting	648 S Lahoma	Resides/Owns in Chautauqua HD	Might add for information to the Historic Preservation Handbook that that the Tree Ordinance provides information on how to have a tree designated as historic and have an restriction place placed upon the deed for it.		
Joyce Green	Comment left via feedback button on webpage		Resides/Owns in Miller HD	I feel very strongly that accessory buildings and parking areas should be secondary to the main structure. The allowances in the guidelines should not be increased. The could allow for a granny flat(should zoning be changed) or reasonable sized garage without negatively affecting neighbors or drainage.		

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DRAFT CITY OF NORMAN HISTORIC PRESERVATION GUIDELINES

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Introduction

1.1 Purpose of Design Guidelines

By authority of the Norman Code of Ordinances, sec. 429.3, Historic District Commission approval via a Certificate of Appropriateness is required for all new construction, structural alterations to the exterior of an existing structure, and demolition within a historic district.

.1 Preserve and Maintain the Character. These Standards and Guidelines are intended to preserve and maintain the character of the historic buildings in Norman. They reinforce and protect the important features of the historic districts and define those visual elements which are common to each district as well as the qualities unique to this community.

.2 Preserve Integrity and Enhance Value. This document will help preserve the integrity of historic buildings and enhance the value of the historic district for the private investor, residents and owners, and the community as a whole. Changes to an individual building should not be considered in isolation. Modifications affect the block as a whole and must have the broad interest of the community in mind.

.3 Limited to Exterior Site. The Standards and Guidelines do not address the use of the building or its interior. Only the exterior portions, which includes new construction, additions, alterations to the site and rehabilitation of the structures, must comply with the guidelines set forth.

.4 Look at the Building's Original Use. These Standards and Guidelines must be applied to a building based on its original use and construction.

- a. For example, although a former residence may currently be used as an office, it is still subject to the standards and guidelines appropriate to a residential building.
- b. These Standards and Guidelines are designed to assist everyone with a stake in preserving Norman's Historic Districts. They are an essential tool in helping the Historic District Commission fulfill its mission to preserve, protect, and educate the public through the application of consistent standards and guidelines.

.5 Who Is This Document For? This handbook is intended to assist property owners in planning projects which will alter the exterior of their property and, therefore, impact the overall character and integrity of the historic districts. For property owners, residents, and contractors, the Standards and Guidelines provide clear guidance in planning projects that are sympathetic to the special character of Norman's designated Historic Districts. For Historic District Commissioners and city staff, the Standards and Guidelines offer guidelines by which to evaluate proposed changes to historic structures.

.6 Why Historic Preservation Matters to Norman? Historic preservation is vitally important to the Norman community — now more than ever. Historic buildings embody a distinctive form of our city's architecture that will never again be duplicated, and these buildings and their surroundings add an irreplaceable component to the character and personality of

Norman. The architecture of our historic neighborhoods shapes our sense of place and our feelings about where we live. This is what makes the historic neighborhoods worthy of protection.

.7 The Mission of Norman’s Historic District Commission. The Norman Historic District Commission serves as the City Council’s official historic preservation body to identify, protect, and educate the public about Norman’s historic resources.

1.2 How to Use This Document

.1 Whether the proposed work to the building is a small repair or a major renovation or addition, it is important to consult pertinent Standards and Guidelines for guidance on your project. These Standards and Guidelines will be used by the City of Norman to provide an objective basis for the decisions of the Historic District Commission and staff. This document is laid out in five general characteristics of a historic property. Each characteristic is then divided into architectural features of that characteristic.

.2 The Standards and Guidelines specifically look at the following design elements:

- Height
- Proportion of building’s front façade
- Proportion of openings within the building
- Rhythm of solids to voids in front façades
- Rhythm of spacing of buildings on streets
- Rhythm of entrance and/or porch projection
- Relationship of materials and texture
- Roof shapes
- Walls of continuity
- Scale of building
- Site and Setting

1.3 Certificate of Appropriateness or Administrative Bypass

.1 Certificate of Appropriateness

a. Requests for alterations to the exterior of a property or site require a Certificate of Appropriateness (COA), issued after thorough review of the project by the Historic District Commission. In addition to completing the COA application form, the property owner, agent, or resident must attach a detailed description of the project as specified on the application. As applicable, the following information is also required:

- Sketches
- Photographs
- Floor plans
- Site plans

Elevation drawings
 Trees preservation plan
 Material lists
 Material samples

And/or other means of adequately describing the work proposed.

.2 Administrative Bypass

- a. Certain specific project requests for alterations to the exterior of a property or site may be issued a Certificate of Appropriateness approvable through a process known as Administrative Bypass. Each section of the Historic Preservation Standards and Guidelines contains a set of Standards for projects approvable through the Administrative Bypass process.
- b. Applying for Certificate of Appropriateness by Administrative Bypass. In order to obtain a Certificate of Appropriateness by Administrative Bypass, an application form and support documentation that sufficiently describes the proposed work must be submitted to staff prior to commencement of work.
- c. Support documents that may be required by staff to allow for a complete review include the following:

Sketches
 Photographs
 Floor plans
 Site plans
 Elevation drawings
 Trees preservation plan
 Material lists
 Material samples

And/or other means to adequately describe or illustrate proposed alteration(s).

- d. There is not an application fee for a Certificate of Appropriateness by Administrative Bypass. There is not a deadline; however, it can take 5-7 days to process a request. Requests may require the application and approval of building permit in addition to the issuance of a Certificate of Appropriateness. Therefore, applicants should submit requests in a timely manner to ensure issuance of a Certificate of Appropriateness and building permit prior to the desired installation date of the proposed work.
- e. If a Certificate of Appropriateness by Administrative Bypass is denied by the Historic Preservation Officer, or authorized designee, the applicant shall have the right to appear before the Historic District Commission at its next regularly scheduled meeting time for formal action regarding the Certificate of Appropriateness.

1.4 Introduction to the Secretary of the Interior Standards

.1 The Secretary of the Interior is responsible for establishing standards for all programs under departmental authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility the Secretary of the Interior's Standards for the Treatment of Historic Properties have been developed to guide work undertaken on historic properties; there are separate standards for preservation, rehabilitation, restoration, and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall treatment standards and address the most prevalent treatment. "Rehabilitation" is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

.2 Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties supported by the Historic Preservation Fund grant-in-aid program, the Standards have been widely used over the years—particularly to determine if a rehabilitation project qualifies as a Certified Rehabilitation for Federal Historic Preservation Tax Incentives. In addition, the Standards have guided federal agencies in carrying out their responsibilities for properties in federal ownership or control and state and local officials in reviewing both federal and non-federal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

.3 The intent of the Standards is to assist in the long-term preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes and occupancy and include the exterior and the interior of the buildings. They also encompass the building's site and environment, including landscape features, as well as attached, adjacent or related new construction. To be certified for federal tax purposes, a rehabilitation project must be determined by the Secretary of the Interior to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.

.4 As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques or introducing insulation that may damage historic fabric. Any of these treatments will likely result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material and detailing of the historic structure to the extent that they compromise its historic character will also fail to meet the Standards.

1.5 **Secretary of the Interior Standards for Rehabilitation.** Both the Historic District Ordinance and the guidelines portion of the Norman Historic Preservation Handbook include The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic

Buildings (US Department of the Interior/National Park Service, Heritage Preservation Services, Revised 1990).

- .1 **Make Minimal Changes.** A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- .2 **Retain Historic Character.** The historic character of a property shall be retained and preserved. The removal of historical materials or alterations of features and spaces that characterize a property shall be avoided.
- .3 **Avoid False Historical Impressions.** Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- .4 **Acknowledge Changes Over Time.** Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- .5 **Preserve Distinctive Features.** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- .6 **Repair Rather Than Replace.** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- .7 **Avoid Harsh Treatments.** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- .8 **Protect Archaeological Resources.** Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- .9 **Make Compatible Additions.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- .10 **Preserve Original Integrity.** New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

1.6 Norman's Historic Districts

.1 Chautauqua Historic District

- a. Built between 1903-1940.
- b. Tree lined neighborhood with stately residences that reflect the status of the university deans and faculty and other prominent individuals who helped shape early development of the city.
- c. Its development was tied closely to the development of the city.
- d. Architecturally, Chautauqua is very eclectic. Bungalows are prominently represented, but Tudor Revival and Minimal Traditional are also quite prevalent.
- e. The district also includes fine examples of Prairie, Colonial Revival, Spanish Eclectic, Neoclassical Revival, and even one example of Queen Anne.
- f. More than 70% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
- g. Many houses in this district have a shared driveway.
- h. Very few houses have an attached garage or carport to the side of the house.
- i. Houses do not have a consistent setback from the street.
- j. All streets in this district have parkways and sidewalks on both sides of streets, and paved walkways that lead from the sidewalk to the front door.

.2 Miller Historic District

- a. Built between 1910-1938.
- b. This district does not have as many trees lining the streets as Chautauqua and Southridge.
- c. It began to fully develop after WWI as an exclusive neighborhood for university faculty and Norman business leaders.
- d. Nearly half the structures are classified as Bungalows, but the neighborhood also includes Minimal Traditional, Colonial Revival, National Folk, and Tudor Revival.
- e. The westernmost blocks of the district align parallel to the railroad tracks; the remaining blocks follow the cardinal points of the compass.
- f. About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
- g. Around 20% of the houses have garages attached to the side of the house.
- h. Only a few houses have carports attached to the side of the house.
- i. All houses have a consistent setback from the street.
- j. A majority of the streets in this district have sidewalks, parkways on both sides of the streets, and paved walkways that lead from the sidewalk to the front door.

.3 Southridge Historic District

- a. Built between 1920–1950.
- b. Tree lined streets with front yard gardens, located eleven blocks south of downtown district and three blocks east of the university.
- c. Largest decade of growth occurred from 1931–1940 with the construction of approximately sixty-seven buildings. The advent of World War II escalated the demand for housing in Norman as military students, frequently with their families, came in droves to attend the Naval Training School and subsequently the Naval Air Station.
- d. Architecturally, the dominant styles are Tudor Revival, Colonial Revival, and Minimal Traditional.
- e. About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the back.
- f. Around 30% of the houses have an attached garage to the side of the house and few have carports.
- g. Many houses have semi-circular driveways.
- h. All houses have a consistent setback from the street.
- i. The majority of streets have sidewalks and parkways on both sides of the streets.
- j. All houses have paved walkways that lead from either the sidewalk or the driveway to the front door.

Site and Setting

Site Features

2.1 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 Garden Structures. Garden structures such as a pergola or freestanding trellis, 120 square feet or less, located behind the principal structure with limited or no visibility from the front right-of-way. Wood, metal, wood composite or combination of these materials are acceptable. Vinyl structures are prohibited. Building structures greater than 108 square feet require a building permit.

.2 Surface Parking. Parking areas 400 square feet or less, located off the alleyway and not visible from the front right-of-way. Corner lots are considered to have two front elevations.

.3 Storm Shelters. Above ground storm shelters 120 square feet or less that are not visible from the front right-of-way. Underground storm shelters of any size located in the rear yard and not visible from the front right-of-way. Corner lots are considered to have two front elevations.

.4 Swimming Pools. Located behind the principal structure in the rear yard and not visible from front right-of-way. Corner lots are considered to have two front elevations.

2.2 Guidelines

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

.1 Garden Structures. Garden structures, such as pergolas and trellis, larger than 120 square feet, are to be located behind the principal structure with very limited or no visibility from the front right-of-way. Front or side yard installation can be considered if documentation shows one existed historically. Structures abutting or attached to the principal structure will be reviewed as a building addition. Structures that have a roof and/or sides will be reviewed as accessory structures.

.2 Materials. Structures are to be comprised of wood. Metal, composite wood or cement fiberboard will be considered on a case-by-case basis. Vinyl is prohibited.

.3 Height. Structure shall be no taller than the height of the principal structure.

.4 Swimming Pools. Swimming pools are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations will be considered on a case-by-case basis. A front yard installation is prohibited. Corner lots are considered to have two front elevations

.5 Storm Shelters. Above ground storm shelters greater than 120 square feet are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations of below ground storm shelters will be considered on a case-by-case basis. A front yard installation of above ground or below ground storm shelters are prohibited.

Garages

2.3 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 Garage Door Replacement.

For non-historic garages that face the alleyway or that are not visible from the right-of-way, the following is allowed:

- a. Wood, wood composite or a raised metal panel garage door.

- b. The original size, height and width of doors must be maintained.
- c. Designs must match the style of the original garage door and/or garage.

2.4 Guidelines

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

- .1 **Preserve Historic Garage Structures.** Retain and preserve garages in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.
- .2 **Preserve Original Materials.** Retain and preserve character-defining materials, features, and details of historic garages, including foundations, siding, masonry, windows, garage doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic garages in-kind according to pertinent guidelines.
- .3 **Replace Only Deteriorated Portions.** If replacement of a deteriorated element or detail of a historic garage is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if the original materials are no longer available.
- .4 **Request for Garage Demolitions.** A request to demolish a historic garage will utilize the following in determining the eligibility for demolition:
 - a. An existing structure of architectural or historical significance shall be retained if repairs are reasonably possible.
 - b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition.
 - c. An existing structure is 240 square feet or less, it may be eligible for demolition.
 - d. An existing structure was built after the period of significance; it may be eligible for demolition.
 - e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.
- .5 **New Garage Construction.** A new garage shall be compatible in form, scale, size, materials, features, and finish with the principal structure. The following criteria will be considered for a new garage constructed where there is currently no historic structure:
 - a. The new structure will utilize alley access if available.
 - b. The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is smaller.
 - c. The cumulative of square footages for all garage structures on the lot, shall be no greater than the footprint of the principal structure.
 - d. New garage are to be subservient to the principal structure and in no case will the

garage structure be taller, wider or deeper than the principal structure.

- e. The proposed construction will preserve existing trees.
- f. Maximum of two garages are allowed per site.

.6 New Garage Height. New garage structures shall be the traditional height and proportion of garages in the district. New garages in blocks that contain only one-story garages shall be one-story. One and a half story and two-story garages may be built if located on a block where one and a half story and two-story garages are dominant or if adjacent properties contain similar height garages. The wall height and height of roof ridge are to be no greater than the principal structure.

.7 New Garage Location. New garages structures that are not replacing a historic garage are to be located behind the principal structure in the rear yard with limited or no visibility from the front right-of-way. Garages replacing historic garages shall maintain the location and configuration of a historic garage, typically at the end of a front driveway. Such garages shall be located behind the back elevation of the principal structure.

.8 New Garage Materials. The following may be considered on a case-by-case basis for new garages:

- a. Acceptable materials include wood, brick and stone masonry, and stucco. Fiber cement products for new garage construction located off an alleyway or if setback behind the rear of the house will be considered on a case-by-case basis. It should be noted that wood siding does not have “wood grain.” Only smooth cement board is permitted. The use of vinyl, Masonite, aluminum or other metal sidings is prohibited.
- b. Aluminum clad doors and windows are allowed for garages located of an alleyway or behind the rear elevation of the house, with no or limited visibility from the from the front right-of-way.
- c. Wood, wood composite or metal overhead garage doors with wood/wood composite trim are allowed.
- d. Garage doors shall be a single width. Double width garage doors will be considered on a case-by-case basis.

.9 Additions to Garage Structures. Additions to existing garages may be appropriate if not visible from the front right-of-way. Additions shall not be greater than the footprint of the existing garage. Additions must match the materials and design of exiting garage structure.

.10 Reconstruction of Historic Garage. The reconstruction of out buildings shall be based on historic evidence, such as photographs, Sanborn maps or other documentation. If no such evidence exists, the design should be derived from the architectural style of the principal building and historic patterns and characteristics of the historic district. Wood, brick and stucco are appropriate materials for reconstruction of a historic garage. Overhead garage doors with the appearance of double doors will be considered on a case-by-case basis. Historic garages shall be located at the end of a driveway along the side property line and face the front street right-of way.

.11 Replacement Garage Doors. Retain and preserve wood overhead garage doors on historic

garages. Retain double doors if possible. Replacement overhead garage doors with the appearance of double doors will be considered on a case-by-case basis. For historic garages, and garages that face the front or are visible from the right-of-way the following replacement door is allowed:

- a. Wood is preferred. However, wood composite or metal with composite trim can be considered on a case-by-case basis. Vinyl is prohibited.
- b. The original size, height and width of doors must be maintained.
- c. Designs must match the style of the original historic garage door.

- .12 **Carports.** Carports shall be unattached to the primary structure and meet the following:
- a. Located in the rear yard behind the principal structure, with no visibility from the front right-of-way(s). Corner lots are considered to have two front elevations.
 - b. Constructed of wood or masonry. Cement fiberboard to be considered on a case-by-case basis.
 - c. Maximum footprint size of 400 square feet with an eave height no greater than 10 feet.
 - d. In no case shall the carport be taller, wider or deeper than the historic principal structure of the lot.

Accessory Structures less than 400 square feet

2.5 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

- .1 **Small Accessory Structures 120 square feet or less.** Must meet the following:
- a. No greater than 120 square feet footprint. Owner/applicant must meet the building code requirement for a building permit.
 - b. The design of accessory buildings are compatible with the primary structure and surrounding district.
 - c. Located in the rear yard with no visibility from the front right-of-way.
 - d. Metal and vinyl exterior materials are prohibited.

2.6 Guidelines

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

- .1 **Preserve Accessory Structures.** When possible, retain and preserve historic accessory structures in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.

.2 **Preserve Original Materials.** When possible, retain and preserve character-defining materials, features, and details of historic accessory structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic accessory structures in accordance with pertinent guidelines.

.3 **Replace Only Deteriorated Portions.** If replacement of a deteriorated element or detail of an historic accessory building is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.4 **Request for Accessory Structure Demolitions.** A request to demolish a historic accessory structure will utilize the following in determining the eligibility for demolition:

- a. An existing structure of architectural or historical significance shall be retained if repairs are reasonably possible.
- b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition.
- c. An existing structure is 240 square feet or less, it may be eligible for demolition.
- d. An existing structure was built after the period of significance; it may be eligible for demolition.
- e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.

.5 **Make New Construction Compatible.** Accessory structures greater than 120 square feet but less than 400 square feet shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New construction must meet the following:

- a. Located in the rear yard, and not visible from front right-of-way.
- b. Compatible in design, style, material to the principal historic structure and the surrounding historic neighborhood.
- c. Select materials and finishes for proposed new accessory buildings that found in historic structures in the district in terms of composition, scale, pattern, detail, texture, and finish. Acceptable materials include brick and stone masonry, stucco and wood. Cement fiberboard will be considered on a case-by-case basis when there is limited visibility from the front right-of-way. Structures with no visibility from the front may utilize cement fiberboard. No metal or vinyl structures allowed.
- d. New accessory structures shall be one-story in height and less than 10 feet in wall height.

Structures with a footprint of 400 square feet and greater and/or taller than one-story will be reviewed utilizing the either the Guidelines for Secondary Structures or the Guidelines for Garages.

Secondary Structures

2.7 Guidelines.

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

- .1 **Secondary structures.** Secondary structures are accessory structures with a footprint of 400 square feet or greater and/or taller than one-story, examples of a secondary structures are garage apartments, studios, workshops and cabanas.
- .2 **Preserve Secondary Structures.** When possible, retain and preserve historic secondary structures in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.
- .3 **Preserve Original Materials.** When possible, retain and preserve character-defining materials, features, and details of historic secondary structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of secondary structures in accordance with pertinent guidelines.
- .4 **Replace Only Deteriorated Portions.** If replacement of a deteriorated element or detail of an historic secondary structure is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.
- .5 **Request for Secondary Structure Demolitions.** The following will be utilized to assess a demolition request for a secondary structure:
 - a. An existing structure of architectural or historical significance shall be retained if repairs are reasonably possible.
 - b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition.
 - c. An existing structure is 240 square feet or less, it may be eligible for demolition.
 - d. An existing structure was built after the period of significance; it may be eligible for demolition.
 - e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.
- .6 **Make New Construction Compatible.** Secondary accessory structures are to be compatible with the principal structure and surrounding district and in no case overwhelm the principal structure. Construction of secondary accessory structures will utilize the following criteria for new construction:
 - a. Match in design, style, and material to the principal historic structure and the surrounding historic neighborhood.

- b. Compatible with the principal historic structure and/or the district in regards to materials, size, scale, height, form, massing, proportions, spacing and size of window and door openings, window to wall proportions and traditional setbacks seen in the neighborhood.

.7 Size of New Secondary Structures. New secondary accessory structures are to be subservient to the principal structure in no case will the secondary structure be taller, wider or deeper than the principal structure. The size of a secondary structure is limited to 575 square feet or 50% of the principal structure footprint. The cumulative of square footages for all accessory structures and garages on the lot, shall be no greater than the footprint of the principal structure.

.8 Location and Setbacks of Secondary Structures. New secondary structures are to maintain traditional locations and setbacks seen in the neighborhood. Locations are to be in the rear yard, with limited or no visibility from front right-of-way, unless there historical indications of a different location. Corner lots are considered to have two front elevations.

.9 Windows and Doors for Secondary Accessory Structures. Select doors and windows for new secondary accessory buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Windows and Door Guidelines.

.10 Materials. Select materials and finishes for proposed new buildings that found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish. Acceptable materials include brick and stone masonry, stucco and wood. Cement fiberboard will be considered on a case-by-case basis for those structures located behind the back elevation of the principal structure but with limited visibility from the front right-of-way. Metal and vinyl exterior materials are prohibited.

.11 Avoid False Historical Appearance. New secondary accessory structures are to be compatible with the style, age and character of the principal structure and district without creating a false historical appearance. New structures are to be of their own time and differentiated from the historic structure while maintaining compatibility with the principal structure and the character of the neighborhood.

Sidewalks, Driveways, and Off-Street Parking

2.8 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

- .1 Driveways.** Widening of an existing driveway or the installation of a new driveway to a maximum width of 10 feet. Driveways are to be constructed from materials allowed by city codes.

Approaches can be widened to a maximum of 16 feet.

.2 **Concrete Areas.** Concrete patios/areas 300 square feet or less and not visible from the front right-of-way (s). Corner lots are considered to have two front elevations.

.3 **Parking pads.** Parking pads 400 square feet or less are allowed if located off alley and vehicles parked on the parking pad not visible from the front right-of-way (s). Corner lots are considered to have two front elevations.

.4 **Walkways.** Private sidewalks and walkways in the rear yard.

2.9 Guidelines

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

.1 **Front Driveway Location.** Preserve and retain historic front driveway locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.

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

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

.4 **Ribbon Driveways.** Ribbon driveways are permitted to remain or may be newly installed in historic districts. The minimum width of ribbon paving is 18 inches.

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

.6 **Circular Drives.** Drives connecting to the street by two or more curb cut openings are not permitted in front yards or corner side yards unless demonstrated as historically present on the specific property in question.

.7 **Shared Driveways.** Historic driveways shared by two adjacent properties may be retained and preserved.

.8 **Sidewalk Location.** Sidewalks on private property shall be maintained in their traditional location, usually perpendicular to the street, unless there is historical documentation of another

location.

.9 Sidewalks and Curbs. Public sidewalks and curbs on the street shall be constructed of finished concrete. Sidewalks and curbs on private property may be constructed of finished concrete, brick, or stone.

.10 New Paved Areas. New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.

.11 Rear Yard Area. New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.

.12 Side Yard Parking Area. The establishment of parking areas adjacent to the side of historic structures is not allowed.

.13 Front Yard Parking Area. Parking areas in the front yard of the property are prohibited except within an existing driveway.

Fences and Masonry Walls

2.10 Standards for Administrative Bypass.

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 Repair of Fences. If an existing fence or wall is replaced with a fence that is the same in material, height, location, and design; it will be considered ordinary maintenance and repair and will not require a Certificate of Appropriateness.

.2 Installation of Fences. Front and side yard fences of up to 4 feet in height and rear yard fences of up to 6 feet in height, may be approved by Administrative Bypass if they meet the following criteria:

- a. Composed of the following materials: wood, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences or a combination of these materials. Chain link, stone, brick, or stucco walls will be forwarded to the Historic District Commission for review. Vinyl fences are prohibited.
- b. Of traditional or historic design, contemporary designs/horizontal designs will be forwarded to the Commission for review.
- c. No footing required. Walls or fences that require a footing shall be forwarded to the

Commission for review.

2.11 Guidelines

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

- .1 **Replacing Conforming Fences.** If an existing, conforming type of fence or wall is being replaced with one that is the same in material, height, placement, and style, a Certificate of Appropriateness is not required.
- .2 **Materials.** Retain and preserve historic wall and fence materials that contribute to the overall historic character of a building. Acceptable materials for new fences and walls are wood, brick, stone, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences. Vinyl is prohibited. A 4 foot chain link in the side or rear yards will be considered on a case-by-case basis.
- .3 **Front Yard Fences.** Front yard fences taller than 4 feet are prohibited by the *Norman Zoning Ordinance*.
- .4 **Side Yard Fences.** Side yard fences of up to 4 feet in height may be approved by Administrative Bypass. Side yard fences taller than 4 feet require a COA. Side yard fences taller than 6 feet are prohibited.
- .5 **Rear Yard Fences.** Rear yard fences of a contemporary design or of non-traditional materials or of height greater than 8 feet will be considered on a case-by-case basis. Such fences will be review for their impact to the historic structure and the District as a whole. The Norman Zoning Ordinance prohibits rear yard fences taller than 8 feet.
- .6 **Fences on Corner Properties Adjacent to Alleys.** Fences on corner properties with alley access shall be located very carefully to maximize sight lines and minimize conflicts between alley traffic, pedestrians, and on-street traffic.
- .7 **Fence and Wall Materials.** Fences or walls shall be constructed of wood, brick, stone, iron or cast or forged metal, stucco, or a combination of these materials. Stone or brick used in walls shall be compatible in size, scale, and style to that used elsewhere in the historic district, or typical of residential structures of this type, age, and location. No vinyl, cinder block, concrete block, or corrugated metal, may be used for fences or walls in historic districts. Chain link in the rear yard will be considered on a case-by-case basis.
- .8 **Colors and Finishes.** Although paint color is not regulated by the Commission, it is strongly recommended that wood fences be stained or painted in colors and finishes appropriate to the style and period of the property and the district or left unfinished. No decorative murals shall be applied to fence or wall surfaces visible from the street.
- .9 **Finished Side Out.** Fences or walls facing the street shall be constructed with the finished side out.

.10 Setback and Adjacent Property Tie-In. A fence 4 feet or less in height shall be set back a minimum of 1 foot from the inner edge of a public sidewalk. Where no sidewalk exists, fences shall be set back a minimum of 6 feet from the back of curb or edge of pavement. If a fence exists on an adjacent property, the corner side yard fence shall tie into the existing fence.

Signage

2.12 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 National Register of Historic Places Plaques. A National Register of Historic Place commemorative plaques, if less than 2 square feet, bronze, mounted so that will not permanently damage the exterior façade material or impact the architectural features of the structure of the historic structure.

2.13 Guidelines

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

.1 Sign Ordinance Also Applies. In addition to a review by the Historic District Commission, signs will be subject to the regulations and permitting requirements established in Chapter 18 of the Code of Norman, Oklahoma, also referred to as the Sign Ordinance. Applicants shall coordinate the design and placement of any sign in a historic district with the Sign Ordinance as well as these guidelines.

.2 Signs Must Be Compatible. Size, design, and placement of a sign shall relate to the architectural elements of the structure. Signs shall be compatible with other signs and other structures along the street.

.3 Non-Contributing Resources. Signs associated with non-contributing structures will be controlled only to the degree necessary to make them compatible with the general atmosphere of the district.

Non-Contributing Resources

2.14 Guidelines

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

.1 **Preservation Guidelines Apply.** The Historic Preservation Guidelines apply to all structures in Norman's Historic Districts, both contributing and non-contributing.

.2 **Support Harmony Between Old and New.** Non-contributing structures shall be controlled only to the degree necessary to make them compatible with the general atmosphere of the district with regard to alterations, additions, changes to the site, and the like. As with all requests for Certificates of Appropriateness in historic districts, each project will be evaluated on its own merits for overall impact on the district as a whole.

Building Exteriors

Exterior Walls

3.1 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 **Removal of wall materials.** Removal of non-original or contemporary synthetic materials to reveal existing historic materials is permitted. If existing historic siding material underneath the non-original or contemporary synthetic materials has been removed, the reinstallation of appropriate/compatible material requires review by the Historic District Commission.

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.

.3 **Replace Only Deteriorated Portions.** If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion in-kind rather than the entire feature. Match the original in material, design, dimension, detail, texture, and pattern. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.4 **Avoid Covering Original Materials.** Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl

and aluminum siding is not appropriate for use in historic districts.

.5 Replace Missing Features. When replacing an exterior wall or feature, replace it with a new wall or feature based on accurate documentation of the original or a new design that is compatible with the historic character of the building and the district. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.6 Avoid False Historical Appearances. Features or details of walls and fences that are introduced to a property shall reflect its style, period, and design. Fences and walls features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

.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.

Wood Features

3.3 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 Features. Retain and preserve wood features that contribute to the overall historic character of a building, including siding, shingles, cornices, brackets, pediments, columns, balustrades, and architectural trim.

.2 Replace Only Deteriorated Elements. If replacement of a deteriorated details or element of a wood feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, texture, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.3 Replace Missing Features. Replace missing wooden features based on accurate documentation of the missing original or a new design compatible in scale, size, material, and texture, with the style, period, and design of the historic building and the district as a whole. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.4 Avoid False Historical Appearances. Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

.5 Rough Sawn Wood. Avoid using rough sawn wood as is not appropriate for installation in historic buildings.

.6 Skirts. All solid skirt materials shall have vents installed to allow air to pass under the house and eliminate moisture from the wood foundation.

- .7 **Treated Wood.** All treated wood shall be thoroughly dried prior to installation.
- .8 **Cleaning.** Do not use excessive water pressure or sandblasting on wood surfaces as it pits the wood.
- .9 **Defining Features.** Retain corner boards and window trim as they are character-defining features on houses with wood siding or replaced with historic accuracy.

Masonry and Brick Features

3.4 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 Features.** Retain and preserve masonry features that contribute to the overall historic character of a building, including foundations, chimneys, cornices, steps, piers, columns, lintels, arches, and sills. Installing brick or block where these materials were not originally used is prohibited. Installing brick on the walls of a house that originally had wood siding is prohibited as it changes the character of the house and can destroy the wood beneath.
- .2 **Preserve Original Materials.** Retain and preserve historic masonry materials, such as brick, terra-cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their distinctive construction features.
- .3 **Replace Only Deteriorated Elements.** If replacement of a deteriorated detail or elements of masonry feature is necessary, replace only the deteriorated in-kind rather than replacing the entire feature. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.
- .4 **Replace Surfaces Only As Necessary.** Replace large masonry surfaces in-kind only as necessary, matching the original in design, detail, dimension, color, pattern, texture, and material. Consider substitute materials only if using the original material is no longer available.
- .5 **Replace Missing Features.** Replace missing masonry and brick features based on accurate documentation of the missing original or a new design compatible in size, scale, material, and texture with the style, period, and design of the historic building and the district as a whole. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.
- .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.
- .7 **Chimneys.** Retain and preserve primary chimneys. If a primary chimney, often used as a flue rather than fireplace, is to be removed from the interior of the house, retain the portion above

the roofline. A platform will need to be constructed in the attic to carry the weight of the chimney. A secondary non-functional chimney visible from the front right-of-way will be reviewed for removal on a case-by-case basis.

.8 Demolition of Chimneys. Chimneys are a character-defining feature and shall be retained and maintained. If the foundation of the chimney has failed or the chimney is badly deteriorated, the chimney can be carefully dismantled and reconstructed using original materials or materials matching the original. Mortar shall match the original in composition and joint profile.

.9 Materials. Replace loose or missing mortar with one of the same composition as the original. Mortar is important to the integrity of the brick wall. If the mortar is missing, its replacement shall match the historic mortar in composition, color, and joint width. Use a sand-lime recipe for mortar, which is compatible with the old brick. Modern masonry mortar has cement as a main ingredient, which is too hard for historic brick. A high Portland cement content will trap moisture in the brick and cause it to deteriorate.

.10 Flashing. Repair or replace flashing as needed to ensure a watertight connection between the chimney and roof.

.11 Cleaning. Historic buildings shall be cleaned in the gentlest means possible which typically includes water and soft bristle brushes. Sandblasting and high-pressure washing can cause irreparable damage to brick and are not permissible. Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the brick.

Stone

3.5 Guidelines

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

.1 Replacing Deteriorated Elements. Replace deteriorated stone with stone that matches the original in color and texture.

.2 Mortar. Replace deteriorated or missing mortar with mortar of the same composition as the original in composition and color.

.3 Portland Cement. Do not use Portland Cement on historic stone structures. Portland cement, or masons mortar, is too hard and will cause the stone to deteriorate and crumble.

.4 Foundation. The addition of stone to the foundation or exterior of a house is prohibited.

.5 Walls. Retain and preserve historic stonewalls.

.6 Chemicals. Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the stone. Some chemicals may burn the face of stone.

Historic Block and CMU (Concrete Masonry Unit)

3.6 Guidelines

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

- .1 **Retain Original Materials.** Retain historic concrete block as a building material and maintain it.
- .2 **Mortar.** Replace deteriorated or missing mortar with mortar of the same composition and joint profile.
- .3 **Paint.** Painted concrete block shall remain painted.
- .4 **Landscape.** Retain and maintain historic concrete block. This may include repairing or reconstructing foundations.
- .5 **Contemporary Concrete Masonry Units.** Contemporary CMU is not appropriate for use on a historic structure.

Synthetic Materials / Stucco

3.7 Guidelines

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

- .1 **Retain Original Materials.** Retain and repair the original building material. Installing any synthetic building material or stucco on top of existing wood is prohibited. Many of these materials can trap moisture in the wall, which will cause the wood beneath to deteriorate. It can also trap moisture in the insulation, which reduces the value of the insulation.
- .2 **Replace Deteriorated Materials.** Replace only that material which is beyond repair with visually compatible new material. Match the original in profile as closely as possible.
- .3 **Retain Character Defining Features.** Installing synthetic siding on top of an existing siding as a way of “modernizing” the house or attempting to make the house more energy efficient is prohibited. This changes the character of the original design and frequently destroys the character-defining features of the house and neighborhood.
- .4 **Stucco.** Stucco is a material that may develop hairline cracks over time. It shall be gently washed with low pressure and allowed to dry thoroughly. The application of an elastomeric paint will cover most hairline cracks and provide some flexibility at those locations.
- .5 **Details.** Retain details as corner boards, windows and door surrounds, gable vents and rafter ends.

.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.

Metal

3.8 Guidelines

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

.1 **Replacing Deteriorated Material.** Replace deteriorated metal with new primed metal of the same or compatible material. Metal materials shall not be used to replace wood or other historic non-metal materials.

.2 **Aluminum.** Aluminum shall not replace wood as a building material but is used for cornices and other details on many buildings. This is especially true of doors and windows and their frames. If aluminum appears to be the only option as a replacement material for deteriorated wood, the aluminum shall be of similar profile and shall have a factory painted finish. Mill finish or “shiny” aluminum shall not be used on a historic building to replace a previously painted material.

.3 **Paint.** It is important to keep pressed metal, cast iron and steel well painted to avoid rust and deterioration.

.4 **Decorative Details.** Retain metal decorative roof details when replacing the primary roofing material.

.5 **Decorative Iron.** Do not create a false history by installing decorative iron work over windows that did not include them in the original design.

.6 **Pressed Metal.** Do not create a false history by installing a pressed metal skirt where one did not previously exist.

Roofs

3.9 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 **Re-Roofing.** Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof. Replacement in-kind of existing, non-historic composition roofing material

with any type of contemporary asphalt, laminated or composition shingles is not subject to review and does not require a Certificate of Appropriateness.

.2 **Gutters.** Replacement or and installation of non-historic gutters and downspouts in-kind is not subject to review and does not require a Certificate of Appropriateness.

.3 **New Features.** New roof features such as skylights, solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae that are:

- a. Located on rear of the structure, and not visible from the front right of way right-of-way. Corner lots are considered to have two front elevations.

.4 **Removal of Secondary Chimneys.** The removal of a non-functional, secondary chimney is allowed by Administrative Bypass if not visible from the front right-of-way.

3.10 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 Features.** Retain and preserve historic wood, tile and slate roofs as well as roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices.

.2 **Replace Only Deteriorated Portions of Roof Features.** If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion in-kind to match the original feature in design, dimension, detail, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.3 **Replacements Match Original.** If full replacement of historic roofing material or feature is necessary, replace it in-kind, matching the original in scale, detail, pattern, design, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.4 **Replace Missing Features.** Replace missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.

.5 **Built-In Gutters.** Retain and preserve built-in gutter systems.

.6 **Locate New Features and Mechanical Equipment Carefully.** New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae, shall be introduced carefully so as not to compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.

.7 **Retain the Original Roof Form and Details.** If attic space is converted into living space and dormers are added, retain the original roof pitch to avoid a “pop-up” appearance, especially on the front façade. Avoid adding details that did not exist originally.

.8 **Existing Dormers.** Original dormers shall be preserved and only elements beyond repair may be replaced. If a replacement is needed, original size and shape shall be maintained.

.9 **New Dormers.** New dormers must be functional, to allow light in or to add more living space, they should not be merely decorative and should be in keeping with the style of the historic house. They shall be located on the rear and inset from first-floor side wall below it. Set new dormers back from eave and do not extend above the ridge of roof.

.10 **Alternative Materials for Roofs.** Metal simulated clay, slate or other designs as well as other materials will be reviewed on a case-by-case basis to see if appropriate to the historic structure and compatible with the surrounding historic district.

Windows

3.II Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed below. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

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

- a. Replace original windows in-kind, meaning match the original in material and finish.
- b. Muntin width and profile are same as the original in width and profile.
- c. Light pattern is the same as the original.
- d. True divided lights (panes) are the same as the original glass thickness.
- e. Size and dimension of all window components are the same as the original.
- f. Replacement of less than 50% of the windows on a given elevation.

.2 **Storm Windows and Screens.** The use of interior storm windows is encouraged. Installation of exterior storm windows are allowable if they meet the following criteria:

- a. Wood framed, full-light storms and screens that are low profile and align with meeting rails of the window.
- b. Relatively unobtrusive, narrow-profile, metal exterior storm windows that do not obscure the window itself, that are carefully installed to prevent damage to the sill or the frame, and that are finished in a painted or a baked-enamel color compatible with the sash color are allowed. Storm window rails are to align with meeting rails of the window.
- c. The use of ¼ inch thick clear laminated glass for the purposes of weatherization and noise reduction maybe used in storm windows.

.3 **Awnings.** Window awnings that conform to following criteria:

- a. Material is fabric.
- b. Of traditional style and shape.
- c. Located on the rear of the structure.
- d. Installed over windows, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.

3.12 Guidelines

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

- .1 **Retain Original Windows.** Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.
- .2 **Retain Historic Glass.** Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.
- .3 **Glass Replacement.** Individual panes of historic glass that have been broken or cracked, may be replaced with modern-day clear glass. Salvaged historic glass or reproduction historic “wavy” glass is also acceptable replacement historic glass was present.
- .4 **Glass Variations.**
 - a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.
 - b. Beveled glass in doors and windows is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.
 - c. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.
- .5 **Replace Only Deteriorated Features.** If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.
- .6 **Sash Replacement.** Replacement sash, often referred to as sash replacement kits, are acceptable for use in historic structures. However, replacement window sash shall be unclad wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.
- .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.

.8 **Retain Original Metal Windows.** Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.

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

.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.

.11 **New Primary and Secondary Accessory Structures.** Windows in new construction are to be compatible with in adjacent historic structures in terms of size, profile, design, proportions, and material. Wood and aluminum clad windows are acceptable for use in new construction.

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

.13 **Install Awnings Carefully.** Install fabric awnings over window, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured. Awnings composed of wood or metal are not permitted unless there is historic documentation of their use.

Doors

3.13 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed below. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 **Door Replacement.** A deteriorated door that is not repairable may be replaced in-kind, meaning a door that matches the original in materials and design. A non-original door may be

replaced with a wood door that is appropriate design for the house and the historic district.

.2 Screen Door Replacement. Screen doors shall be retained and repaired when necessary. Any replacement screen door shall match the historic screen door and shall be built to mirror the panels and sash divisions of the door that it covers.

.3 Storm Doors and Screens. Storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors required to be painted, stained, or have a baked-enamel finish color compatible with the color of the existing door. If storm and screen doors are installed where none existed originally, select a “full vision panel” design to allow the original door to be seen. (Additional information on storm windows and doors is provided in Section 3.17, Utilities and Energy Retrofit).

3.14 Guidelines

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

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

.2 Replace Only Deteriorated Features. If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit.

.3 Retain and Preserve Transoms and Sidelights. Transoms and sidelights should be retained and preserved. Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.

.4 Retain Historic Glass. Retain original glass in historic doors. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.5 Glass Variations

- a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.
- b. Beveled glass in doors is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.
- c. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

.6 Wood Doors. Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.

.7 Replacement Doors. Replacement doors on a historic structure are to be wood and in

appropriate design, size and details in keeping with the style of the house. Installation of steel doors on the front of a historic structure is prohibited. Aluminum clad doors are permissible on rear of the structure upon review on a case-by-case basis.

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

.9 Materials. Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum-clad doors can be considered on non-contributing resources and on rear elevations of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.

.10 New Primary and Secondary Accessory Structures. Doors in new construction shall be similar to those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.

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

Entrances, Porches, and Balconies

3.15 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for review.

.1 Screening of a rear porch. Screening of a rear porch that is temporary, easily reversible, and is designed to preserve the historic character of the porch and the building. Screening must be with compatible materials.

.2 Balconies and Porches. Balconies and porches that are less than 120 square feet, built on the rear and not visible from the front right-of-way and compatible with the structure in material, scale, and size.

.3 Handrails. Installation of handrails required by building code may be approvable by Administrative Bypass. Handrails must meet adopted City building codes and be of a simple design that is compatible with the house in material and scale. Wood or metal are acceptable materials for handrails on historic structures.

.4 Concrete Steps and Porch floorings. Replacement of existing concrete steps and porch flooring in-kind, with the same materials and design. Steps are to match the original steps in size, form and detail. The number of steps shall be retained if possible, unless building codes require a different configuration.

3.16 Guidelines

The Historic District Commission will use following criteria for review of a Certificate of Appropriateness (COA):

.1 Preserve Original Entrances, Porches, and Balconies. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.

.2 Replace Only Deteriorated Elements. If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, and material. Compatible substitute materials can be considered only if using the original material is not available.

.3 Match Original. If full replacement of an entrance, porch, or balcony is necessary, replace it in-kind, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if original material is no longer available.

.4 Replace Missing Features. Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or a new design compatible with the historic character of the building and the district.

.5 Screen Porches Carefully. Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.

.6 Avoid Enclosures. It is not appropriate to enclose a front porch or a front balcony.

.7 Avoid Removing Details. It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or bead board, unless an accurate restoration requires it.

.8 Avoid Changes to Primary Façades. It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade.

.9 Avoid False Historical Appearances. Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

.10 Maintain Porch Elevation. At no time shall the porch elevation be lowered to grade and

steps redesigned.

.11 Maintain Wood Elements. Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns shall only be replaced with wood of the same profile and dimension.

12. New Balconies and Porches. Balconies and porches built on the rear and not visible from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side of a historic structure will only be considered if there is historic evidence that one existed. The design and materials are to be based on historic evidence of the design or be a design seen in similar structures in the historic neighborhood.

13. Respect Design. Original design, construction, and materials shall be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.

Utilities and Energy Retrofit

3.17 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 Storm Windows and Doors. Interior storm windows are encouraged and do not require a COA. Exterior storm windows are allowable with a COA by administrative bypass if they meet the following criteria:

- a. Metal storm windows and windows with painted, stained, or baked-enamel finish color compatible with the color of the existing window or door. Unfinished or clear anodized aluminum finishes are not permitted.
- b. Storm windows and doors that do not obscure or damage the existing window/door and/or frame.

.2 Solar Panels. Solar panels installed on the “back” side of the house, or on the roof where they are not visible from the front right-of-way or public view.

.3 Freestanding Solar Racks. Solar racks can be installed at the rear of the property to create a shade structure or can be installed on an outbuilding, such as a garage roof, as long as they meet the following:

- a. Located in the rear yard and not visible from the front right-of-way. Not taller than the principal structure. Less than 120 square feet.

.4 Solar Tubes and Skylights. If flat in profile and on the rear or back side of the house, and not visible from the front right-of-way.

3.18 Guidelines

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

1. **Retain Inherent Energy-Conserving Features.** Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, as well as operable windows, transoms, shutters, and blinds.
2. **Use Traditional Energy-Saving Practices.** Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features such as awnings, operable shutters, and storm windows and doors, where appropriate.
3. **Solar Tubes and Skylights.** Solar Tubes and Skylights can add light to interior spaces and make attics spaces more useable. Bubble-dome skylights are not appropriate for buildings within historic districts.
4. **Solar Panels.** Avoid installing solar panels on the street side of the house or permanently altering roof with the installation of solar panels. Panels shall be installed flat and not alter the slope of the roof. They shall be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.
5. **Compatibility.** Use solar panels and mounting systems that are compatible in color to the property's roof materials.
6. **Free-Standing Solar Racks.** Free-standing solar racks larger than 120 square feet will be considered on a case-by-case basis. Solar racks installed at the rear of the property with no or limited visibility and create a shade structure or installed on an outbuilding, such as on a garage roof.
7. **Low Pitch Roofs for Solar Panels.** Low pitch roofs may utilize low-profile panels on non-street-facing roof planes. Avoid roof racks that elevate the panels or are at a different pitch than the roof.
8. **Solar Shingles.** Solar shingles may be installed on sloped roof-surfaces and are less intrusive than panels. However, removal of historic materials must be avoided.
9. **Flat Roofs.** On structures with flat roofs, solar panel installations are to set back from the roof edge to minimize visibility. Pitch and elevation shall be adjusted to reduce visibility from public right-of-way.

Accessibility, Health & Safety Considerations

3.19 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

- .1 **Access Ramp.** Access ramps can be approved by Administrative Bypass if they meet the following standards:
 - a. Wood, wood-like materials, such as smooth cement fiberboard, and temporary metal ramps can be used.
 - b. Vinyl material is prohibited.
 - c. Temporary and removable, and do not permanently alter the historic structure.
 - d. Located on the rear of the structure, not visible from the front right-of-way.
 - e. Side and front ramps require review by the Historic District Commission.
- .2 **Safety Aid.** Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.
- .3 **Doorways.** The widening of entryways can be approved by administrative bypass if located on the rear of the structure and not visible from the front right-of-way.

3.20 Guidelines

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

- .1 **Security Bars.** A Certificate of Appropriateness is required for the installation of security bars within historic districts. Security bars shall be designed to complement the style and design characteristics of the structure to which they are being attached.
- .2 **Accessibility Ramps.** The Commission will use the following when considering accessibility ramps on the front façade or side of structure:
 - a. Locate ramp with the least amount of visibility from the front right-of-way.
 - b. Ramps must be temporary and composed of wood, cement fiberboard, or metal. Concrete ramps on the rear of the structure will be considered on a case-by-case basis.
 - c. Cannot permanently alter the historic structure or be permanently attached to the structure.
 - d. Must be easily removable and reversible.
- .3 **Lifts Require Approval.** Accessibility lifts that require concrete, brick or other more

permanent foundations are permissible on the rear of the structure with no visibility from the front right-of-way.

- .4 **Add Safety Aids Carefully.** Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.
- .5 **Modify Doorways Carefully.** The enlargement of a door opening on the rear of the structure is allowable upon review on a case-by-case basis.

Additions and New Construction

Decks

4.1 Standards for Administrative Bypass:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

1 Decks under 300 Square Feet

- a. Less than 300 square feet in total area. Located behind the structure and not visible from the front right-of-way. Corner lots have two front right-of-ways.
- b. Constructed in a way that makes no permanent changes to the historic structure. Built of compatible wood, wood composite or smooth cement board with functional elements made of metal elements. Synthetic, materials such as plastic and vinyl are prohibited.
- c. Decks with roofs or walls will be forwarded as a porch or balcony request for a full review by the Historic District Commission.

4.2 Guidelines

A full review by the Historic District Commission will take the following criteria into consideration before issuing a Certificate of Appropriateness (COA):

- .1 **Protect Historic Structure.** Locate and construct decks so that the historic fabric of the primary structure and its character-defining features and details are not damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.
- .2 **Deck Locations.** Front decks are prohibited. Decks on the rear shall be inset from the rear corners to eliminate visibility from the front right-of-way. Decks on corner properties will

be reviewed on a case-by-case basis.

- .3 **Deck Design Shall Reflect Building Design.** Design decks and their associated railings and steps to reflect the materials, scale, and proportions of the building.
- .4 **Align Deck with First Floor Level.** Decks shall be no higher than the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, lattice, or dense evergreen foundation plantings.
- .5 **Preserve Significant Building Elements.** Preserve significant building and site elements and new deck installations are not to obscure or remove significant building or site elements.
- .6 **Decks May Not Detract from Overall Character.** It is not appropriate to introduce a deck if it will detract from the overall historic character of the building or the site.

Additions to Historic Buildings

4.4 Guidelines

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

- .1 **Make Additions Compatible.** Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.
- .2 **Locate Addition Inconspicuously.** Locate a new addition on an inconspicuous façade of the historic building, usually the rear one. Additions that alter the front façade are generally considered inappropriate for a historic structure.
- .3 **Limit Size and Scale.** The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.
- .4 **Preserve the Site.** Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.
- .5 **Avoid Detracting From Principal Building.** It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.

New Primary Structures

4.5 Guidelines

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

- .1 **Consider Historic Context.** Design new structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportions, finished floor elevation, size of door and window openings, roof shape, and setbacks. Proposals for new construction shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, floor elevations, proportions, setback and design.
- .2 **Select Windows and Doors Carefully.** Select windows and doors for new buildings that are compatible in material, proportion, pattern, and detail with the windows and doors of historic buildings in the district. See Chapters 3.11 through 3.14.
- .3 **Select Compatible Finishes.** Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish.
- .4 **Design.** Design new primary structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportion, finished floor elevation, size of door and window openings, and roof shape. Proposals for new primary structures shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, and design.
- .5 **Location.** New primary structures shall align with the typical front and side setback on the block.
- .6 **Evaluate Potential for Archaeological Resources.** Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.
- .7 **Avoid False Historical Appearance.** New structures shall be of their own time period and easily distinguishable from the historic structure.

Relocation and Demolition

Relocation of Structures

5.1 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 Relocation of Structures Less Than 120 Square Feet. Non-historic accessory structure less than 120 square feet may be relocated to another location in the rear yard not visible from the front right-of-way. Relocation outside the district is allowed as well.

5.2 Guidelines

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

.1 Document Original Context. Before moving a historic structure, applicants and City staff shall document its original setting and context using photographs, site plans, or other graphic or written statements to record the existing site conditions.

.2 Protect Existing Structures. Ensure that the relocation of a structure will not diminish or damage existing buildings or the overall character of the historic district. Pay particular attention to protection of the tree canopy along the route of the move.

.3 Furnish Relocation Site Plans. Applicants shall provide the Historic District Commission with detailed site plans for proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.

.4 Protect Significant Features. Protect significant site features of the original site, the new site, and the route of the move during the relocation.

Demolition of Structures

5.3 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.

.1 Demolition of Structures Less Than 120 Square Feet. Non-historic accessory structure less than 120 square feet are eligible for demolition.

5.4 Guidelines

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 A Certificate of Appropriateness. A Certificate of Appropriateness is required to be issued prior to demolition.

.2 Criteria for Demolition. Demolition requests must meet Zoning Ordinance Section 429.3.9(c), Criteria for Demolition.

.3 Procedures and Process for Demolitions. Demolitions must meet the Zoning Ordinance Section 429.3.9(b), Procedure and Postponement Orders.

.4 Site Plan Required. Applicants shall provide the Historic District Commission with detailed site plans for proposed site features of the new parcel, including information any structures, driveways, site lighting, and parking areas.

.5 Document Thoroughly. Document original context of the historic structure prior to demolition.

Appendices

6.1 Technical Resources

Local Resources

City of Norman
 Planning and Community Development
 201 A West Gray Street
 Norman, OK 73069

<https://www.normanok.gov/your-government/departments/planning-and-community-development/planning-and-zoning/historic>

For information on Norman Historic Districts, Certificates of Appropriateness and technical assistance, contact the Historic Preservation Officer at (405) 366-5322.

State Resources

State of Oklahoma Historic Preservation Office
 Oklahoma Historical Society
 2401 N. Laird Avenue
 Oklahoma City, OK 73105

<https://www.okhistory.org/shpo/index>

For information on historic structures throughout Oklahoma, the National Register of Historic Places, preservation tax credit credits, and technical restoration assistance, call (405) 521-6249.

Oklahoma Archaeological Survey
 111 E. Chesapeake
 Norman, OK 73019

<https://www.ou.edu/archsurvey>

For information on archaeological sites, resource protection, and Volunteer opportunities, contact the Survey at (405) 325-7211.

National Resources

US Department of the Interior
 National Park Service
 1849 C Street NW
 Washington, DC 20240
 Office of the Director (202) 208-4621
 Office Communications (202) 208-6843
 Cultural Resource Stewardship and Partnerships (20) 208-7625
 Heritage Preservation Services

Intermountain Regional Office of the National Park Service
<https://www.nps.gov/subjects/nationalhistoriclandmarks/contact-us-intermountain-region.htm>
 12795 Alameda Parkway
 Denver, CO 80225
 (303) 987-6690

For information on all national park properties and NPS activities in AX, CO, MT, NM, OK, TX, UT and WY

6.2 Definitions

Addition - construction that increases any exterior dimension of an original structure by building outside of the existing walls and/or roof. Additions can be either horizontal or vertical.

Alteration - an act that changes one or more of the exterior architectural features of a structure or its appurtenances, including but not limited to the erection, construction, reconstruction, or removal of any structure or appurtenance.

Appropriate - typical of the historic architectural style, compatible with the character of the historic district, and consistent with the Norman Historic Preservation Handbook.

Architectural resources - districts, structures, buildings, monuments, sites, or landscaping which possess local interest or artistic merit or which are particularly representative of their class or period, or represent achievements in architecture, engineering, or design.

Certificate of Appropriateness (COA) - the official document issued by the Historic District Commission approving any application affecting the exterior of any structure designated by the authority of the Historic District Ordinance for permission to construct, erect, demolish, remove, relocate, reconstruct, restore, or alter said structure.

Commission - the Historic District Commission of the City of Norman.

Compatible - a design or use that does not conflict with the historical appearance of a building or district and does not require irreversible alteration.

Contributing resource - a historic building or site that retains the essential architectural integrity of its original design or condition and whose architectural style is typical of or integral to a historic district.

Damaged or diseased tree - a tree that is damaged in such a way as to create a hazard (e.g. has a large wound) or has been pruned in a way which permanently alters its natural attributes (e.g. topped). A seriously diseased tree is one with obvious signs of internal decay (e.g. cavity with fruiting bodies present), is infested with a disease for which there is no remedy (e.g. Pine Wilt, Dutch Elm Disease), or suffers from a decline disorder.

Demolition - the removal of any historic structure from its original site. This includes moving a building from one site to another.

Elevation - a drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Façade - the exterior face of a building.

False historical appearance - architectural features or details introduced to a structure that do not reflect its period, style, or design.

Feature - a structural or decorative element that contributes to the overall character of that building, e.g. walls, foundations, roofs, chimneys, steps, piers, columns, lintels, and sills.

Guidelines - Guidelines are utilized by the Norman Historic District Commission to determine if a proposed work is compatible with the principal historic structure on the site as well as compatible with the adjacent or surrounding historic district.

Historic district - a geographically definable area with a concentration or linkage of significant sites, buildings, structures, or monuments; or, an individual structure, building, site or monument which contributes to the cultural, social, political, or architectural heritage of the City of Norman.

Historic District Ordinance - the portion of Norman Zoning Ordinance (Chapter 22:429.3HD) establishing an overlay zoning district for the purpose of protecting and preserving the architectural, cultural, and historic resources included in that designated district.

Historic property - any individual structure, building, site or monument which contributes to the historic, architectural, archeological and/or cultural heritage of the City of Norman, Oklahoma as determined by the Historic District Commission.

Historic resources - sites, districts, structures, buildings, or monuments that represent facets of history in the locality, state or nation; places where significant historical or unusual events occurred; places associated with a personality or group important to the past.

Infill construction - the erection of a new structure between or adjacent to existing buildings or the relocation of an existing structure to a vacant lot from another location.

In-kind - the replacement of existing materials or features with materials of identical appearance and/or composition. (See also: matching)

Like with like - repair or replacement of deteriorated exterior features or site elements with identical materials.

Matching - in historic rehabilitations, the use of replacement materials that are identical to the original in composition, size, shape, and profile. (See also: in-kind).

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

New construction - see: infill construction.

Non-contributing resource - a resource that adds no historical significance to an individual property, site, or district, and detracts from the visual integrity or interpretability of an historic district.

Ordinary maintenance and repair - work meant to remedy damage or deterioration of a structure or its appurtenances, and which will involve no change in materials, dimensions, design, configuration, texture or visual appearance to the exterior of an historic structure. Ordinary maintenance and repair shall include painting and

reroofing with similar materials.

Original - buildings, building materials or features that were present during the period of significance for the historic district.

Period of significance - the span of time during which a group of properties attained the significance that makes them eligible for designation as a historic district.

Preservation - the adaptive use, conservation, protection, reconstruction, rehabilitation, or stabilization of buildings, districts, monuments, sites, or structures significant to the heritage of the people of Norman. The following terms further define types of preservation activities:

Adaptive Use – the restrained alteration of a historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way so as to maintain the general historical and architectural character.

Conservation – the sustained use and appearance of a resource essentially in its existing state.

Protection – the security of a resource as it exists through the establishment of the mechanisms of this section.

Reconstruction – the act or process of duplicating the original structure, building form and materials by means of new construction based on documentation of the historic condition.

Rehabilitation – the act or process of making a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historic, cultural or architectural values.

Restoration — the act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removing features or changes from other periods in its history and reconstructing missing features from the restoration period.

Stabilization – the process of applying methods designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without noticeably changing the exterior appearance of the resource.

Relocation - the movement or repositioning of a primary or accessory structure on its original site, or from one location to another.

Secretary of the Interior Standards for Rehabilitation of Historic Buildings - a set of standards intended to assist the long-term preservation of a historic property through the preservation of historic building materials and features. The Standards for Rehabilitation pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. The Secretary of the Interior describes rehabilitation as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while still preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.”

Significant characteristics - those characteristics which are important to or expressive of the historic or architectural quality and integrity of the resources and its setting and which include, but are not limited to building material, detail, height, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship. Examples include:

Building mass - describes the relationship of a building’s height to its width and depth.

Building materials - the physical characteristics which create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Detail - architectural aspects which, due to particular treatment, draw attention to certain parts or features of a structure.

Height - the vertical dimension of a given structure, building or monument.

Proportion - the relative physical sizes within and between buildings and building components.

Rhythm - a discernible pattern of shapes including, but not limited to, windows, doors, projections, and heights, within a building, structure or monument, or a group of same.

Scale - the proportion of parts of a building, structure, or monument to one another and to the human figure.

Setting - the surrounding structures, monuments, and landscaping which establish the visual, aesthetic, or auditory qualities of the historic or architectural resources.

Shape - the physical configuration of structures or landscaping and their component parts.

Streetscape - the view along a street from the perspective of a driver or pedestrian. The streetscape includes street trees, lawns, buildings, landscape buffers, signs, street lights, above-ground utilities, drainage structures, sidewalks, bus stop shelters and street furniture.

Structure - anything constructed or erected, the use of which requires permanent location on the ground or which is attached to something having a permanent location on the ground. These include, but are not limited to, buildings, fences, walls, driveways, sidewalks and parking areas.

Stucco - an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older types of stucco may be mixed from softer masonry cement rather than Portland cement.

6.3 Glossary

Aluminum siding - sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.

Asbestos siding - dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied as large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

Asphalt siding - siding manufactured from saturated construction felts (rag, asbestos, or fiberglass) with asphalt and finished with mineral granules on the side exposed to weather. It sometimes displays designs seeking to imitate brick or stone. Asphalt siding was applied to many buildings in the 1950s.

Attached structure - a building that is structurally connected to the primary building on the site.

Attic ventilator - in houses, an attic ventilator is a screened or louvered opening, sometimes in decorative shapes,

located on gables or soffits.

Awning - a roof-like covering of canvas, often adjustable, over a window, a door, etc., to provide protection against sun, rain, and wind. Aluminum awnings were developed in the 1950s.

Balustrade - a low barrier formed of balusters, or uprights, supporting a railing.

Band, band course, band mold, belt - flat trim running horizontally in the wall to denote a division in the wall plane or a change in level.

Bay - within a structure a regularly repeated spatial element usually defined in plan by beams and their supports, or in elevation by repetition of windows and doors in the building façade.

Beveled glass - glass panes whose edges are ground and polished at a slight angle to create a visual pattern.

Board-and-batten - closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.

Bond - the laying of bricks or stones regularly in a wall according to a recognized pattern for strength. Masonry bond is essential to brickwork when wire reinforcement is not used.

Bracket - projecting support members found under eaves or overhangs; may be plain or decorated

Capital - the top or head of a column. In classical architecture there exist orders of columns: Doric, Ionic, Corinthian, Tuscan, and Composite.

Casement window - a window that swings open along its entire length, usually on hinges fixed to the sides of the opening into which it is fitted.

Casing - the exposed trim molding, framing, or lining around a door or a window; may be either flat or molded.

Clapboard - horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than 6 inches wide. This was a common outer face of nineteenth and early twentieth century buildings.

Column - a vertical shaft or pillar that supports or appears to support a load.

Composition board - a building board, usually intended to resemble clapboard, fabricated from wood or paper fabric under pressure and at an elevated temperature, usually with a binder.

Coping - the cap or the top course of a masonry wall.

Comer block - a block placed at a corner of the casing around a wooden door or window frame, usually treated ornamentally.

Comer board - one of the narrow vertical boards at the corner of a traditional wooden frame building, into which the clapboards butt.

Cornice - the top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface.

Cupola - a small vault on top of a roof; sometimes spherical in shape, sometimes square with a mansard or conical roof.

Damaged or diseased tree - a tree that is damaged in such a way as to create a hazard (e.g. has a large wound) or has been pruned in a way which permanently alters its natural attributes (e.g. topped). A seriously diseased tree is one with obvious signs of internal decay (e.g. cavity with fruiting bodies present), is infested with a disease for which there is no remedy (e.g. Pine Wilt, Dutch Elm Disease), or suffers from a decline disorder.

Deck - an uncovered porch, usually at the rear of a building; popular in modern residential design.

Demolition - the destruction or removal of any historic structure from its original site.

Dentil - a repetitive cubical element at the base of a classical cornice. Dentils resemble teeth.

Detached structure - a building that is not structurally connected to the primary building on the site.

Development pattern - the configuration of residential lots, the location and orientation of structures on the lots, and the relationship of lots and buildings to the street.

Dormer - a structure containing a window (or windows) that projects through a pitched roof.

Double hung window - a window with two sashes that open and close by sliding up and down in a cased frame.

Downspout - a vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or a cistern.

Eave - the part of a sloping roof that projects beyond a wall.

Fanlight - an arched over door light whose form and tracery suggest an open fan.

Fascia - a flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or eave side of a pitched roof. The rain gutter is often mounted on it.

Feature - a structural or decorative element that contributes to the overall character of that building, e.g., walls, foundations, roofs, chimneys, steps, piers, columns, lintels, and sills.

Fenestration - the windows and doors and the pattern of their openings in a building.

Finial - a formal ornament at the top of a canopy, gable, pinnacle, street- light, etc.

Flashing - a thin impervious material placed in construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.

Foundation - the supporting portion of a structure below the first-floor construction, or below grade, including

footings.

French window - a long window reaching to floor level and opening in two leaves like a pair of doors.

Gable - the vertical triangular piece of a wall at the end of a ridged roof, from the level of the eaves to the summit.

Gambrel roof - a gable roof more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.

Guidelines - a set of rules administered by the Norman Historic District Commission intended to assist owners of historic buildings in Norman's historic districts maintain, preserve, protect, and enhance the architectural quality of their property.

Gutter - a shallow channel of metal or wood set immediately below or built in along the eaves of a building to catch and carry off rainwater.

Hardscape - any material which is impervious to water and not covered by roof.

Header - a brick laid across the thickness of a wall to bond together different widths of a wall; the exposed end of a brick.

Hipped roof - a roof without gables, each of whose sides, generally four, lies in a single plane and joins the others at an apex or ridge.

Historic rehabilitation - the process of returning a historical or architectural resource to a state of efficiency or soundness by repair or alteration designed to encourage its continued use but without noticeably changing the historic exterior appearance of the resource.

Jamb - the vertical sides of an opening, usually for a door or a window.

Jerkin head roof - a roof whose end has been formed into a shape midway between a gable and a hip, resulting in a truncated or clipped "A" appearance; sometimes called clipped gable.

Lattice - a network, often diagonal, of interlocking lath or other thin strips used as screening, especially in the base of a porch.

Light - a pane of glass.

Lintel - a horizontal member spanning an opening and supporting construction above; a beam.

Like with like - repair or replacement of deteriorated exterior features or site elements with identical materials

Lunette - a semicircular opening.

Mass - the overall bulk, size, volume, or magnitude of a structure.

Molding - a decorative band having a constant profile or having a pattern in low relief, generally used in cornices

or as trim around openings.

Mortar - a mixture of Portland cement, lime, putty, and sand in various proportions, used for laying bricks or stones. Until the use of hard Portland cement became a standard building material, softer lime-day or lime-sand mortars and masonry cement were common.

Mullion - a vertical member dividing a window area and forming part of the window frame.

Muntin - a molding forming part of the frame of a window sash and holding one side of a pane.

New construction - see definition for infill construction.

Non-contributing structure - a structure that adds no historical significance to an individual property or district, and detracts from the visual integrity or interpretability of an historic district.

Patio - an open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete and at ground level.

Pergola - an arbor or a passageway of columns supporting a roof of trelliswork on which climbing plants may be trained to grow.

Pilaster - a flat or half-round member applied at a wall suggesting a column; sometimes called engaged column. Pilasters can also be structural members, as in a partially exposed column within a wall.

Porte cochere - a roofed passageway large enough for wheeled vehicles to pass through. Literal definition: a carriage door.

Portico - a small entrance porch or covered walk consisting of a roof supported by open columns.

Portland cement - a type of hydraulic cement (one that hardens under water) made by heating a slurry of clay and limestone in a kiln.

Preservation Guidelines - see definition for Guidelines.

Prevailing height - the most commonly occurring height on a block face on which a project is proposed.

Prevailing lot coverage - the most commonly occurring lot coverage on the block and across the street.

Rehabilitation - the act or the process of making possible a compatible use for a property through repair, alterations, and additions while preserving the portions or the features that convey the property's historical, cultural, or architectural values.

Repointing - raking out deteriorated mortar joints and filling into them with a surface mortar to repair the joint.

Restoration - the act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removing features or changes from other periods in its history and

reconstructing missing features from the restoration period.

Riser - *the vertical portion of a stair, connecting two steps.*

Roofing Tile - *a tile for roofing, usually of burnt clay; available in many configurations and types including plain, single-lap, and interlocking.*

Sash - *the moving part of a window.*

Scale - *the proportion of parts of a building, structure, or monument to one another, to surrounding structures, and to the human figure.*

Shingle - *a roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.*

Sidelight - *a narrow window area beside an outside door, generally seen in Greek Revival style.*

Sheet metal - *a flat, rolled-metal product, rectangular in cross-section and form; when used as roofing material, usually terne or zinc-plated.*

Sill - *the lowest horizontal member in a wall opening.*

Soffit - *the exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.*

Sound - *materials and structures that may show wear but retain their original form and function, e.g. sound wood is not rotted.*

Standards - *refers to the Secretary of the Interior Standards for Rehabilitation of Historic Buildings.*

Stretcher - *a brick or a stone laid with its length parallel to the length of the wall.*

Stucco - *an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.*

Surround - *the molded trim around a door or window opening.*

Terra-cotta - *hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used as a surface finish for buildings in the Art Deco style.*

Tongue and groove lumber - *a joinery system in which boards are milled with a tongue on one side and a groove on the other so that they can be tightly joined with a flush surface alignment.*

Transom, or over door light - *a glazed panel above a door or a store-front, sometimes hinged to be opened for ventilation at ceiling level.*

Trim - *the finish material on a building, such as moldings applied around openings or at the floors and the ceilings*

of rooms.

Turret - a small tower, usually corbelled from a corner.

Vinyl siding - sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, sometimes used to cover wood building exteriors.

Water blasting - a cleaning method similar to sandblasting except that water is used as the abrasive. As in sandblasting, high-pressure water jets can damage wood and masonry surfaces. Water blasting is also known as power washing.

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- | | |
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- | | |
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DRAFT

Site and Setting

Site Features and Landscape

2.1 Standards for Administrative Bypass Guidelines for Site Features and Landscape

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Garden Structures. Garden structures such as a pergola or freestanding trellis 120 square feet or less, located behind the principal structure with limited or no visibility from the front right-of-way. Wood, metal, wood composite or combination of these materials are acceptable. Vinyl structures are prohibited.

.2 Surface Parking. Parking areas 400 square feet or less, located off the alleyway and not visible from the front right-of-way. Corner lots have two fronts.

.3 Storm Shelters. Above ground storm shelters 120 square feet or less that are not visible from the front right-of-way. Underground storm shelters of any size located in the rear yard and not visible from the front right-of-way. Corner lots have two fronts.

.4 Swimming Pools. Located behind the principal structure in the rear yard and not visible from front right-of-way. Corner lots have two fronts.

2.2 Guidelines for Site Features and Landscape

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

.1 Pergolas and Trellis. Garden structures, such as pergolas and trellis, larger than 120 square feet, are to be located behind the principal structure with very limited or no visibility from the front right-of-way. Front or side yard installation can be considered if documentation shows one existed historically. Structures abutting or attached to the principal structure will be reviewed as a building addition. Structures that have a roof and/or sides will be reviewed as accessory structures.

.2 Materials. Structures are to be comprised of wood. Metal, composite wood or cement fiberboard will be considered on a case-by-case basis. Vinyl is prohibited.

.3 Height. Structure shall be no taller than the height of the principal structure.

.1 Swimming Pools. Locate swimming pools in unobtrusive locations.

.4 Swimming Pools. Swimming Pools are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations will be considered on a case-by-case basis. A front yard installation is prohibited. Corner lots have two fronts.

.5 Storm Shelters. Above ground storm shelters greater than 120 square feet are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations of below ground storm shelters will be considered on a case-by-case basis. A front

yard installation of above ground or below ground storm shelters are prohibited.

2.2 — Archaeology (Advisory Only)

2.3 — Guidelines for Garages & Accessory Structures

2.34 Standards for Administrative Bypass for Garage

.1 Garage Door Replacement.

For non-historic garages that face the alleyway or that are not visible from the right-of-way, the following is allowed:

- a. Wood, wood composite or a raised metal panel garage door is an allowed
- b. The original size, height and width of doors must be maintained.
- c. Designs must match the style of the original garage door and/or garage.

2.45 Guidelines for Garages

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

.1 Preserve Accessory Historic Garage Structures. ~~When possible, retain and preserve garages and accessory structures in their original locations and configurations. Even if the function changes, the exterior appearance should remain the same.~~

.2 Preserve Original Materials. ~~When possible, retain and preserve character-defining materials, features, and details of historic garages and accessory buildings, including foundations, siding, masonry, windows, garage doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic garages and accessory buildings in-kind according to pertinent guidelines.~~

.3 Replace Only Deteriorated Portions. ~~If replacement of a deteriorated element or detail of a historic garage or accessory building is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider a compatible substitute materials only if using the original materials materials are is not technically feasible no longer available.~~

.4 Request for Garage Demolitions. ~~The HDC will consider the following criteria when a garage structure demolition and/or replacement is proposed:~~

- ~~● Is the existing structure of extraordinary architectural or historical significance?~~
- ~~● Is existing structure dilapidated, leaning, lacking a solid foundation, or of substandard construction?~~
- ~~● Is existing structure 240 square feet or less?~~
- ~~● Was existing structure built after the period of significance?~~
- ~~● Will demolition enable access to the rear yard where none currently exists?~~
- ~~● Will new structure be limited to one car?~~
- ~~● Will new structure have similar street visibility as existing structure?~~
- ~~● Will new structure utilize alley access where none currently exists?~~
- ~~● Will new footprint be 500 square feet or less?~~

• Will proposed construction preserve existing trees?

A request to demolish a historic garage will utilize the following in determining the eligibility for demolition:

- a. An existing structure of architectural or historical significance should be retained if repairs are reasonably possible.
- b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition
- c. An existing structure is 240 square feet or less, it may be eligible for demolition.
- d. An existing structure was built after the period of significance; it may be eligible for demolition.
- e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.

.5 ~~Make New Construction Compatible.~~ If a new garage is the approved alternative, it shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New accessory structures shall maintain the traditional height and proportion of accessory buildings in the district.

.5 ~~New Garage Construction.~~ A new garage shall be compatible in form, scale, size, materials, features, and finish with the principal structure.

The following criteria will be considered for a new garage constructed where there is currently no historic structure:

- a. The new structure will utilize alley access if available.
- b. The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is smaller.
- c. The cumulative of square footages for all garage structures on the lot, should be no greater than the footprint of the principal structure. New garages are to be subservient to the principal structure in no case will the garage structure be taller, wider or deeper than the principal structure.
- d. Garages shall not be any taller, wider, or deeper than the principal structure.
- e. The proposed construction will preserve existing trees.
- f. Maximum of two garages are allowed per site.

.6 ~~New Garage Height.~~ New garage structures shall be the traditional height and proportion of garages in the district. New garages in blocks that contain only one-story garages should be one-story. One and a half story and two-story garages may be built if located on a block where one and a half story and two-story garages are dominant or if adjacent properties contain similar height garages. One and a half story garages may be built if their massing and height are similar to that of the original garage or adjacent one-story garages. The wall height and height of roof ridge are to be no greater than the principal structure.

.7 ~~New Garage Location.~~ New garage structures that are not replacing a historic garage are to be located behind the principal structure in the rear yard with limited or no visibility from the front right-of-way. Garages replacing historic garages should maintain the location and configuration of a historic garage, typically at the end of a front driveway. Such garages should be located behind the back elevation of the principal structure.

.8 New Garage Materials. The following may be considered on a case-by-case basis for new garages:

- a. Acceptable materials include wood, brick and stone masonry, and stucco. Fiber cement products for new garage construction located off an alleyway or if setback behind the rear of the house will be considered on a case-by-case basis. It should be noted that wood siding does not have "wood grain." Only smooth cement board is permitted. The use of vinyl, Masonite, aluminum or other metal sidings is prohibited.
- b. Aluminum clad doors and windows are allowed for garages located of an alleyway or behind the rear elevation of the house, with no or limited visibility from the from the front right-of-way.
- c. Wood, wood composite or metal overhead garage doors with wood/wood composite trim are allowed.
- d. Garage doors should be a single width. Double width garage doors will be considered on a case-by-case basis.

.9 Additions to Garage Structures. Additions to existing garages may be appropriate if not visible from the front right-of-way. Addition shall not be greater than the footprint of the existing garage. Must match the materials and design of exiting garage structure.

.10 Reconstruction of Historic Garage. The reconstruction of out buildings should be based on historic evidence, such as photographs, Sanborn maps or other documentation. If no such evidence exists, the design should be derived from the architectural style of the principal building and historic patterns and characteristics of the historic district. Wood, brick and stucco are appropriate materials for reconstruction of a historic garage. Overhead garage doors with the appearance of double doors will be considered on a case-by-case basis. Historic garages should be located at the end of a driveway along the side property line and face the front street right-of way.

.6 Setback Variance. If a new garage violates the City's setback requirements, applicants must apply to the Board of Adjustment for a variance. If a COA is granted, the HDC will provide a letter of recommendation to the Board of Adjustment to accompany the application for variance.

.7 Design Carports Carefully. Carports require a COA. They shall be unattached to the primary structure, located in the rear yard, be constructed of wood or masonry, and have limited visibility from the street.

.118 Replacement Garage Doors. Retain and preserve wood overhead garage doors on historic garages. Retain double doors if possible. Replacement overhead garage doors with the appearance of double doors will be considered on a case-by-case basis. For historic garages, and garages that face the front or are visible from the right-of-way the following replacement door is allowed:

- a. Wood is preferred. However, wood composite or metal with composite trim can be considered on a case-by-case basis. Vinyl is prohibited.
- b. The original size, height and width of doors must be maintained.
- c. Designs must match the style of the original historic garage door.

- .124 Carports. Carports shall be unattached to the primary structure and meet the following:
- a. Located in the rear yard behind the principal structure, with no visibility from the front right-of-way(s). Corner lots have two fronts
 - b. Constructed of wood or masonry. Cement fiberboard to be considered on a case-by-case basis
 - c. Maximum footprint size of 400 square feet with an eave height no greater than 10 feet. In no case shall the carport be taller, wider or deeper than the historic principal structure of the lot.

~~.8 **Small Buildings Allowable by Administrative Bypass.** Accessory buildings which have a footprint no greater than 108 square feet and are not constructed on or attached to a concrete slab, foundation, or permanent base and have no electric, plumbing, or gas service connection do not require a building permit. However, an Administrative Bypass is required, subject to the conditions set forth in Chapter 1.32. It is recommended that the design of these buildings be compatible with the primary structure and the other surrounding or nearby structures or screened with fencing or landscaping.~~

Accessory Structures less than 400 square feet

Guidelines for Accessory Structures less than 400 square feet

Standards for Administrative Bypass for Accessory Structures less than a 400 square feet

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

2.5 Administrative Bypass

Small Accessory Structures 120 square feet or less.

Must meet the following:

- a. No greater than 120 square feet footprint. Owner/applicant must meet the building codes requirement for a building permit.
- b. The design of accessory buildings are compatible with the primary structure and surrounding district.
- c. Located in the rear yard with no visibility from the front right-of-way.
- d. Metal and vinyl exterior materials are prohibited.

2.65 Guidelines for Accessory Structures with less than 400 square feet footprint

.1 Preserve Accessory Structures. When possible, retain and preserve accessory structures in their original locations and configurations. Even if the function changes, the exterior appearance should remain the same.

.2 Preserve Original Materials. When possible, retain and preserve character-defining materials, features, and details of historic accessory structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of accessory structures in accordance with pertinent guidelines.

.3 Replace Only Deteriorated Portions. If replacement of a deteriorated element or detail of an historic accessory building is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.

.4 Request for Accessory Structure Demolitions. A request to demolish a historic accessory structure will utilize the following in determining the eligibility for demolition:

- a. An existing structure of architectural or historical significance should be retained if repairs are reasonably possible.
- b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition
- c. An existing structure is 240 square feet or less, it may be eligible for demolition.
- d. An existing structure was built after the period of significance; it may be eligible for demolition.
- e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.

.5 Make New Construction Compatible. Accessory structures greater than 120 square feet but less than 400 square feet shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New construction must meet the following:

- a. Located in the rear yard, and not visible from front right-of-way.
- b. Compatible in design, style, material to the principal historic structure and the surrounding historic neighborhood.
- c. Select materials and finishes for proposed new accessory buildings that found in historic structures in the district in terms of composition, scale, pattern, detail, texture, and finish. Acceptable materials include brick and stone masonry, stucco and wood. Cement fiberboard will be considered on a case-by-case basis with limited visibility from the front right-of-way. Structures with no visibility from the front may utilize cement fiberboard. No metal or vinyl structures allowed.
- d. New accessory structures shall be one-story in height and less than 10 feet in wall height.

Structures with a footprint of 400 square feet and greater and/or taller than one-story will be reviewed utilizing the either the Guidelines for Secondary Structures or the Guidelines for Garages.

Secondary Structures

2.76 Guidelines for Secondary Structures. Secondary structures are accessory structures with a footprint of 400 square feet or greater and/or taller than one-story, examples of a secondary structures are garage apartments, studios, workshops and cabanas.

.1 Preserve Secondary Structures. When possible, retain and preserve historic secondary structures in their original locations and configurations. Even if the function changes, the exterior appearance should remain the same.

.2 Preserve Original Materials. When possible, retain and preserve character-defining materials, features, and details of historic secondary structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of secondary structures in accordance with pertinent guidelines.

.3 Replace Only Deteriorated Portions. If replacement of a deteriorated element or detail of an historic secondary structure is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.

.4 Request for Secondary Structure Demolitions. The following will be utilized to assess a demolition request for a secondary structure:

- a. An existing structure of architectural or historical significance should be retained if repairs are reasonably possible.
- b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition
- c. An existing structure is 240 square feet or less, it may be eligible for demolition.
- d. An existing structure was built after the period of significance; it may be eligible for demolition.
- e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.

.5 Make New Construction Compatible. Secondary accessory structures are to be compatible with the principal structure and surrounding district and in no case should overwhelm the principal structure. Construction of secondary accessory structures will utilize the following criteria for new construction:

- a. Match in design, style, and material to the principal historic structure and the surrounding historic neighborhood.
- b. Compatible with the principal historic structure and/or the district in regards to materials, size, scale, height, form, massing, proportions, spacing and size of window and door openings, window to wall proportions and traditional setbacks seen in the neighborhood.

.6 Size of New Secondary Structures. A new secondary structure should be subservient to the principal structure. It should be no wider, deeper, or taller than principal structure. The size of a secondary structure is limited to 575 square feet or 50% of the principal structure footprint. The cumulative of square footages for all accessory structures and garages on the lot, should be no greater than the footprint of the principal structure. New secondary accessory structures are to be subservient to the principal structure in no case will the secondary structure be taller, wider or deeper than the principal structure.

.7 Location and Setbacks of Secondary Structures. New secondary structures are to maintain traditional locations and setbacks seen in the neighborhood. Locations are to be in the rear yard, with limited or no visibility from front right-of-way, unless there historical indications of a different location. Corner lots have two fronts.

.8 Windows and Doors for Secondary Accessory Structures. Select doors and windows for new secondary accessory buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Windows and Door Guidelines.

.9 Materials. Select materials and finishes for proposed new buildings that found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish. **Acceptable materials include brick and stone masonry, stucco and wood.** Cement fiberboard will be considered on a case-by-case basis for those structures located behind the back elevation of the principal structure but with limited visibility from the front right-of-way. Metal and vinyl exterior materials are prohibited.

.10 Avoid False Historical Appearance. New secondary accessory structures are to be compatible with the style, age and character of the principal structure and district without creating a false historical appearance. New structures are to be of their own time and differentiated from the historic structure while maintaining compatibility with the principal structure and the character of the neighborhood.

2.4—Sidewalks, Driveways, and Off-Street Parking

2.784.1 Standards for Administrative Bypass for Sidewalks, Driveways, and Off-Street Parking

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Driveways. Widening of an existing driveway or the installation of a new driveway to a maximum width of 10 feet. Driveways are to be constructed from materials allowed by city codes. Approaches can be widen to a maximum of 16 feet.

.2 Concrete Areas. Concrete patios/areas 300 square feet or less and not visible from the front right-of-way (s). Corner lots have two fronts.

.3 Parking pads. Parking pads 400 square feet or less are allowed if located off alley and vehicles parked on the parking pad not visible from the front right-of-way (s). Corner lots have two fronts.

.4 Walkways. Private sidewalks and walkways in the rear yard as long as they meet typical configuration.

2.894.2 Guidelines for Sidewalks, Driveways, and Off-Street Parking

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

.1 Front Driveway Location. ~~In historic districts, residential~~ Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the

street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located ~~near~~ along the property line on one side of the house.

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

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

.4 **Ribbon Driveways.** Ribbon driveways are permitted to remain or may be newly installed in historic districts. The minimum width of ribbon paving is 18 inches.

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

.6 **Circular Drives.** Drives connecting to the street by two or more curb cut openings are not permitted in front yards or corner side yards unless demonstrated as historically present on the specific property in question.

.7 **Shared Driveways.** Historic driveways shared by two adjacent properties may be retained and preserved.

.8 **Sidewalk Location.** Sidewalks on private property shall be maintained in their traditional location, usually perpendicular to the street, unless there is historical documentation of another location.

.9 **Sidewalks and Curbs.** Public sidewalks and curbs on the street shall be constructed of finished concrete. Sidewalks and curbs on private property may be constructed of finished concrete, brick, or stone.

.10 **New Paved Areas.** New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They should be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas should not overwhelm the principal structure.

.11 **Rear Yard Area.** New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots have two fronts. Rear yard parking must meet Norman City Codes.

.12 **Side Yard Parking Area.** The establishment of parking areas adjacent to the side of historic structures is not allowed.

.13 Front Yard Parking Area. Parking areas in the front yard of the property are prohibited except within an existing driveway.

2.5 —

Fences and Masonry Walls

2.910 Standards for Administrative Bypass for Fences and Masonry Walls.

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- .1 If an existing fence or wall is being replaced with a fence one that is the same in material, height, location, and design, it will be considered ordinary maintenance and repair and will not require a Certificate of Appropriateness.
- .2 Front and side yard fences of up to 4 feet in height and rear yard fences of up to 6 feet in height, may be approved by Administrative Bypass if they meet the following criteria:
 - a. Composed of the following materials: wood, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences or a combination of these materials. Chain link, stone, brick, or stucco walls will be forwarded to the Historic District Commission for review. Vinyl fences are prohibited.
 - b. Of traditional or historic design, contemporary designs/horizontal designs will be forwarded to the Commission for review.
 - c. No footing required. Walls or fences that require a footing shall be forwarded to the Commission for review.

2.10 Guidelines Standards for Fences and Masonry Walls

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

- .1 **Replacing Conforming Fences.** If an existing, conforming type of fence or wall is being replaced with one that is the same in material, height, placement, and style, a Certificate of Appropriateness is not required.
- .2 **Preserve Original Materials.** Retain and preserve exterior historic wall and fence materials that contribute to the overall historic character of a building. Acceptable materials for new fences and walls are wood, brick, stone, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences, Vinyl is prohibited. 4-foot tall chain link in the side or rear yards will be considered on a case-by-case basis.
- .3 **Replacing Non-Conforming Fences.** Existing fences that are non-conforming as to height, material, style and placement shall not be replaced in kind. Replacement fences shall be

~~conforming as to height, materials, and placement.~~

~~.34 Front Yard Fences. Front yard fences of up to 4 feet in height may be approved by Administrative Bypass. Front yard fences taller than 4 feet are prohibited by the Norman Zoning Ordinance. See diagram #__ for definition.~~

~~.45 Side Yard Fences. Side yard fences of up to 4 feet in height may be approved by Administrative Bypass. Side yard fences taller than 4 feet require a COA. Side yard fences taller than 6 feet are prohibited. See diagram #__ for definition.~~

~~.56 Rear Yard Fences. Rear yard fences of up to 6 feet in height may be approved by Administrative Bypass. Rear yard fences taller than 6 feet require a COA. Rear yard fences of a contemporary design or of non-traditional materials or of height greater than 8' will be considered on a case-by-case basis. Such fences will be review for their impact to the historic structure and the District as a whole. Rear yard fences taller than 8 feet are prohibited by the Norman Zoning Ordinance. The Norman Zoning Ordinance prohibits rear yard fences taller than 8 feet. See diagram #__ for definition.~~

~~.67 Fences on Corner Properties Adjacent to Alleys. Fences on corner properties with alley access shall be located very carefully to maximize sight lines and minimize conflicts between alley traffic, pedestrians, and on-street traffic.~~

~~.78 Fence and Wall Materials. Fences or walls shall be constructed of wood, brick, stone, iron or cast or forged metal, stucco, or a combination of these materials, which are consistent with period styles in Norman's historic districts. Stonematerials. Stone or brick used in walls shall be compatible in size, scale, and style to that used elsewhere in the historic district, or typical of residential structures of this type, age, and location. No vinyl, cinder block, concrete block, or corrugated metal, may be used for fences or walls in historic districts. Chain link in the rear yard will be considered on a case-by-case basis.~~

~~.89 Colors and Finishes. Although paint color is not regulated by the Commission, it is strongly recommended that wood fences be stained or painted in colors and finishes appropriate to the style and period of the property and the district or left unfinished. No decorative murals shall be applied to fence or wall surfaces visible from the street.~~

~~.910 Finished Side Out. Fences or walls facing the street shall be constructed with the finished side out.~~

~~.1014 Setback and Adjacent Property Tie-In. A fence 4 feet or less in height shall be set back a minimum of 1 foot from the inner edge of a public sidewalk. A fence over 4 feet in height shall be set back a minimum of 2 feet. Where no sidewalk exists, fences shall be set back a minimum of 6 feet from the back of curb or edge of pavement. If a fence exists on an adjacent property, the corner side yard fence should tie into the existing fence. In no case shall a fence extend beyond the property line.~~

~~Note: This section shall be accompanied by Fence Palette detailing approvable fence styles and configurations.~~

DRAFT

Signage

2.6 Guidelines for Signage

2.121 6.1 Standards for Administrative Bypass for Signage

The following item can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process:

.1 National Register of Historic Places Plaques. A National Register of Historic Place commemorative plaques, if less than 2 square feet, bronze, mounted so that will not permanently damage the exterior façade material or impact the architectural features of the structure of the historic structure.

2.13 12-6.2 Guidelines for Signage

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

.1 Sign Ordinance Also Applies. In addition to a review by the Historic District Commission, signs will be subject to the regulations and permitting requirements established in Chapter 18 of the Code of Norman, Oklahoma, also referred to as the Sign Ordinance. Applicants shall coordinate the design and placement of any sign in a historic district with the Sign Ordinance as well as these guidelines.

.2 Signs Must Be Compatible. Size, design, and placement of a sign shall relate to the architectural elements of the structure. Signs shall be compatible with other signs and other structures along the street.

.3 Non-Contributing Resources. Signs associated with non-contributing structures will be controlled only to the degree necessary to make them compatible with the general atmosphere of the district.

2.7 Non-Contributing Resources

2.7.1 Standards for Administrative Bypass for Non-Contributing Resources

There are no items eligible for Administrative Bypass.

2.14 37.2 Guidelines for Non-Contributing Resources

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

.1 Preservation Guidelines Apply. The Historic Preservation Guidelines apply to all structures in Norman's Historic Districts, both contributing and non-contributing.

.2 Support Harmony Between Old and New. Non-contributing structures shall be controlled only to the degree necessary to make them compatible with the general atmosphere of the district with regard to alterations, additions, changes to the site, and the like. As with all requests for Certificates of Appropriateness in historic districts, each project will be evaluated

on its own merits for overall impact on the district as a whole.

Building Exteriors

~~3.1 Guidelines for Exterior Walls~~

~~3.1.1 Standards for Administrative Bypass for Exterior Walls~~

The following item can receive a Certificate of Appropriateness (COA) through the Administrative Bypass:

.1 Removal of wall materials. Removal of non-original or contemporary synthetic materials siding to reveal existing historic siding and trim materials is permitted. If existing historic siding material underneath the non-original or contemporary synthetic materials has been removed, the reinstallation of appropriate/compatible material requires review by the Historic District Commission.

~~3.2.2 Guidelines for Exterior Walls~~

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.

.3 **Replace Only Deteriorated Portions.** If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion ~~in-kind~~ in-kind rather than the entire feature. Match the original in material, design, dimension, detail, texture, and pattern. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.4 **Avoid Covering Original Materials.** Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl and aluminum siding is not appropriate for use in historic districts.

.5 **Replace Missing Features.** When replacing an exterior wall or feature, replace it with a new wall or feature based on accurate documentation of the original or a new design that is compatible with the historic character of the building and the district. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.6 **Avoid False Historical Appearances.** Features or details of walls and fences that are introduced to a ~~house~~ property should reflect its style, period, and design. Fences and walls

Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

.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.

Wood Features

3.2.1 Standards for Administrative Bypass for Wood Features

See pertinent sections for items eligible for Administrative Bypass.

3.32.2 Guidelines for Wood Features

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

.1 Preserve Original Features. Retain and preserve wood features that contribute to the overall historic character of a building, including siding, shingles, cornices, brackets, pediments, columns, balustrades, and architectural trim.

.2 Replace Only Deteriorated Elements. If replacement of a deteriorated details or element of a wood feature is necessary, replace only the deteriorated detail or element ~~in kind~~ in-kind rather than the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.3 Replace Missing Features. Replace missing wooden features based on accurate documentation of the missing original or a new design compatible in scale, size, material, and texture, with the style, period, and design of the historic building and the district as a whole. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.4 Avoid False Historical Appearances. Features or details that are introduced to a house should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

.5 Rough Sawn Wood. Avoid using rough sawn wood as is not appropriate for installation in historic buildings.

.6 Skirts. All solid skirt materials should have vents installed to allow air to pass under the house and eliminate moisture from the wood foundation.

.7 Treated Wood. All treated wood should be thoroughly dried prior to installation.

.8 Cleaning. Do not use excessive water pressure or sandblasting on wood surfaces as it pits the wood.

.9 Defining Features. Retain corner boards and window trim as they are character-defining features on houses with wood siding or replaced with historic accuracy.

3.3—Guidelines for Masonry and Brick Features

3.3.1 Standards for Administrative Bypass for Masonry and Brick Features

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Chimneys. Primary chimneys are a character-defining masonry feature of historic structures and should be preserved. A non-functional, secondary chimney visible only at the roof and located on the back half of the structure, may be approved through the Administrative Bypass.

3.3.2 Guidelines for Administrative Bypass for Masonry Features

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

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

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

.3 Replace Only Deteriorated Elements. If replacement of a deteriorated detail or elements of masonry feature is necessary, replace only the deteriorated in-kind rather than replacing the entire feature. Consider compatible substitute materials only if using the original material is not technically feasible no longer available.

.4 Replace Surfaces Only As Necessary. Replace large masonry surfaces in-kind in-kind only as necessary, matching the original in design, detail, dimension, color, pattern, texture, and material. Consider substitute materials only if using the original material is not technically feasible no longer available.

.5 Replace Missing Features. Replace missing masonry and brick features based on accurate documentation of the missing original or a new design compatible in size, scale, material, and texture with the style, period, and design of the historic building and the district as a whole. Consider compatible substitute materials only if using the original material is not technically feasible no longer available.

.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.

.7 ~~Chimneys.~~ Chimneys are often a character-defining masonry feature of historic structures. A non-functional, secondary chimney visible only at the roof may be considered for removal on a case-by-case basis per Administrative Bypass.

.7 Chimneys. Retain and preserve primary chimneys. If a chimney, often used as a flue rather than fireplace, is to be removed from the interior of the house, retain the portion above the roofline. A platform will need to be constructed in the attic to carry the weight of the chimney. If a secondary non-functional chimney that is visible from the front right-of-way will be reviewed for removal on a case-by-case basis.

.8 Demolition of Chimneys. Chimneys are a character-defining feature and should be retained and maintained. If the foundation of the chimney has failed or the chimney is badly deteriorated, the chimney can be carefully dismantled and reconstructed using original materials or materials matching the original. Mortar should match the original in composition and joint profile.

.9 Materials. Replace loose or missing mortar with one of the same composition as the original. Mortar is important to the integrity of the brick wall. If the mortar is missing, its replacement should match the historic mortar in composition, color, and joint width. Use a sand-lime recipe for mortar, which is compatible with the old brick. Modern masonry mortar has cement as a main ingredient, which is too hard for historic brick. A high Portland cement content will trap moisture in the brick and cause it to deteriorate.

.10 Flashing. Repair or replace flashing as needed to ensure a watertight connection between the chimney and roof.

.11 Cleaning. Historic buildings should be cleaned in the gentlest means possible which typically includes water and soft bristle brushes. Sandblasting and high-pressure washing can cause irreparable damage to brick and are not permissible. Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the brick.

Stone

3.53 Guidelines for Stone

A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

.1 Replacing Deteriorated Elements. Replace deteriorated stone with stone that matches the original in color and texture.

.2 Mortar. Replace deteriorated or missing mortar with mortar of the same composition as the original in composition and color.

.3 Portland Cement. Do not use Portland Cement on historic stone structures. Portland cement, or masons mortar, is too hard and will cause the stone to deteriorate and crumble.

.4 Foundation. The addition of stone to the foundation or exterior of a house is prohibited.

.5 Walls. Retain and preserve historic stonewalls.

.6 Chemicals. Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the stone. Some chemicals may burn the face of stone.

5.3—Historic Block Block and CMU (Concrete Masonry Unit)

5.3.1—Standards for Administrative Bypass for CMU

There are no Administrative Bypass eligible items.

3.65.3.2 Guidelines for CMU

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

.1 Retain Original Materials. Retain historic concrete block as a building material and maintain it.

.2 Mortar. Replace deteriorated or missing mortar with mortar of the same composition and joint profile.

.3 Paint. Painted concrete block should remain painted.

.4 Landscape. Retain and maintain historic concrete block. This may include repairing or reconstructing foundations.

.5 Contemporary Concrete Masonry Units. Contemporary CMU is not appropriate for use on a historic structure.

5.4—Synthetic Materials / Stucco

5.4.1—Standards for Administrative Bypass for Synthetic Materials/Stucco

3.75.4. Guidelines

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

.1 Retain Original Materials. Retain and repair the original building material. Installing any synthetic building material or stucco on top of existing wood is prohibited. Many of these materials can trap moisture in the wall, which will cause the wood beneath to deteriorate. It can also trap moisture in the insulation, which reduces the value of the insulation.

.2 Replace Deteriorated Materials. Replace only that material which is beyond repair with visually compatible new material. Match the original in profile as closely as possible.

.3 Retain Character Defining Features. Installing synthetic siding on top of an existing siding as a way of “modernizing” the house or attempting to make the house more energy efficient is prohibited. This changes the character of the original design and frequently destroys the character-defining features of the house and neighborhood.

.4 Stucco. Stucco is a material that may develop hairline cracks over time. It should be gently washed with low pressure and allowed to dry thoroughly. The application of an elastomeric paint will cover most hairline cracks and provide some flexibility at those locations.

.5 Details. Retain details as corner boards, windows and door surrounds, gable vents and rafter ends.

.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.

5.5—Metal

3.85.5.1 Guidelines for Metal

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

.1 Replacing Deteriorated Material. Replace deteriorated metal with new primed metal of the same or compatible material. Metal materials should not be used to replace wood or other historic non-metal materials.

.2 Aluminum. Aluminum should not replace wood as a building material but is used for cornices and other details on many buildings. This is especially true of doors and windows and their frames. If aluminum appears to be the only option as a replacement material for deteriorated wood, the aluminum should be of similar profile and should have a factory painted finish. Mill finish or “shiny” aluminum should not be used on a historic building to replace a previously painted material.

.3 Paint. It is important to keep pressed metal, cast iron and steel well painted to avoid rust and deterioration.

.4 Decorative Details. Retain metal decorative roof details when replacing the primary roofing material.

.5 Decorative Iron. Do not create a false history by installing decorative iron work over windows that did not include them in the original design.

.6 Pressed Metal. Do not create a false history by installing a pressed metal skirt where one did not previously exist

3.4 Guidelines for Roofs

3.94.1 Standards for Administrative Bypass for Roofs

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Re-Roofing. Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof. Replacement in-kind of existing, non-historic composition roofing material with any type of contemporary asphalt, laminated or composition shingles is not subject to review and does not require a Certificate of Appropriateness.

.2 Gutters. Replacement or and installation of non-historic gutters and downspouts in-kind is not subject to review and does not require a Certificate of Appropriateness.

.3 New Features. New roof features such as skylights, solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae that are:

- a. Located on rear of the structure, and not visible from the front right of way right-of-way. Corner lots have two fronts.

3.104.2 Guidelines for Roofs

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

.1 Preserve Original Features. Retain and preserve historic wood, tile and slate roofs as well as ~~and~~ roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices. ~~Tile and slate roofs rarely need to be discarded.~~

.2 Replace Only Deteriorated Portions of Roof Features. If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion ~~in-kind~~ in-kind to match the original feature in design, dimension, detail, and material. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.3 Replacements Match Original. If full replacement of historic roofing material or feature is necessary, replace it ~~in-kind~~ in-kind, matching the original in scale, detail, pattern, design, and material. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.4 Replace Missing Features. Replace ~~it~~ missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.

.5 Avoid Replacing Built-In Gutters. ~~Retain and preserve~~ It is not appropriate to replace ~~concealed, built-in gutter systems with exposed gutters.~~

.6 Locate New Features and Mechanical Equipment Carefully. ~~Adding new features or equipment on a roof requires a COA.~~ New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae,

shall be introduced carefully so as not to compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.

.7 Retain the Original Roof Form and Details. If attic space is converted into living space and dormers are added, retain the original roof pitch to avoid a “pop-up” appearance, especially on the front façade. Avoid adding details that did not exist originally.

.8 Existing Dormers. Original dormers should be preserved and only elements beyond repair may be replaced. If a replacement is needed, original size and shape should be maintained.

.9 New Dormers. New dormers must be functional, to allow light in or to add more living space, they should not be merely decorative and should be in keeping with the style of the historic house. They should be located on the rear and inset from first-floor side wall below it. Set new dormers back from eave and do not extend above the ridge of roof.

.10 Alternative Materials for Roofs. Metal simulated clay, slate or other designs as well as other materials will be reviewed on a case-by-case basis to see if appropriate to the historic structure and compatible with the surrounding historic district.

3.5 Guidelines for Windows and Doors

3.115.1 Standards for Administrative Bypass for Windows:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed below. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Window Replacement by Administrative Bypass. An historic window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:

- a. Replace original windows in-kind, meaning match the original in material and finish.
- b. Muntin width and profile are same as the original in width and profile.
- c. Light pattern is the same as the original.
- d. True divided lights (panes) are the same as the original glass thickness.
- e. Size and dimension of all window components are the same as the original.
- f. Replacement of less than 50% of the windows on a given elevation.

.2 Storm Windows and Screens. The use of interior storm windows is encouraged. Installation of storm windows if they meet the following criteria:

- a. Wood framed, full-light storms and screens that are low profile and align with meeting rails of the window.
- b. Relatively unobtrusive, narrow-profile, metal exterior storm windows that do not obscure the window itself, that are carefully installed to prevent damage to the sill or the frame, and that are finished in a painted or a baked-enamel color compatible with the sash color are allowed. Storm window rails to align with meeting rails of the window.

c. The use of ¼ inch thick clear laminated glass for the purposes of weatherization and noise reduction maybe used in storm windows.

.3 Awnings. Window awnings that conform to following criteria:

a. Material is fabric

b. Of traditional style and shape

c. Located on the rear of the structure.

d. Installed over windows, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.

3.125.2 Guidelines for Windows

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

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

.2 Retain Historic Glass. Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.3 Glass. Retain original glass in historic windows. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.4 Glass Variations.

a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.

b. Beveled glass in doors and windows is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.

c. Colored Glass. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

~~.3 Preserve Original Doors. Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.~~

.54 Replace Only Deteriorated Features. If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.

~~.5 Replacement Doors. Replacement doors and door surrounds shall be appropriate to the style of the structure. Doors shall be relocated, enlarged, or introduced only when the alteration is appropriate to the style of the building.~~

~~.6 Storm/Screen Doors. Wood framed screen doors and full light storm doors do not~~

require a COA or Administrative Bypass.

~~.7 Window Replacement by Administrative Bypass. A deteriorated window may be replaced "like with like," based on the following criteria:~~

- ~~• Typically all wood construction~~
- ~~• Muntin width and profile are very similar to the original in width and profile~~
- ~~• Light pattern is the same as the original~~
- ~~• True divided lights (panes) are the same as the original~~
- ~~• Size and dimension of all window components are the same as the original.~~

~~.68 Sash Replacement. Replacement sash, often referred to as sash re- placement kits, are acceptable for use in historic structures. However, re- placement window sash shall be unclad wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.~~

~~.798 Window Replacement by COA. A deteriorated window replacement, other than "like with like," as defined above requires a COA and shall conform to the following: An original window that is deteriorated more than 50% and is not repairable may be placed in-kind if it meets the following:~~

- ~~• Shall have a wood exterior, unless replacing a metal casement window~~
- ~~• Aluminum or vinyl cladding is not appropriate~~
- ~~• Light patterns same as the original~~
- ~~• Size and dimension the same as the original~~
- ~~• 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.~~

~~.8109 Retain Original Metal Windows. Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.~~

~~.9110 Preserve Original Openings. Do not create new openings in the front or side facades of historic structures. Do not enlarge or diminish existing openings to fit stock window and door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.~~

~~.11 Locate Privacy Glass in Rear. Privacy glass may be installed where required in divided light windows (such as in a bathroom) but only located in the rear 50% of the structure. Smoked or tinted glass is not appropriate for use in historic structures.~~

~~.12 Use Wood Windows in Primary Structures and Additions. For construction of new primary structures, choose windows that complement window types in surrounding structures in material, placement, size, shape, and design. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between~~

the panes are permitted. Aluminum cladding of wooden windows is permissible for use in construction of new primary structures and additions. Vinyl cladding of wood windows is not appropriate.

.104 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.

.115 New Primary & Accessory Structures. Construction. Windows in new construction are to compatible with in adjacent historic structures in terms of size, profile, design, proportions, and material. Wood and aluminum clad windows are acceptable for use in new construction.

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

.1373 Install Awnings Carefully. Fabric window awnings that conform to material, style, shape, and location may be approved by Administrative Bypass. Install fabric awnings over window, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured. Awnings composed of wood or metal are not permitted unless there is historic documentation of their use.

3.6—Doors

3.136.1 Standards for Administrative Bypass for Doors:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed below. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 **Door Replacement.** A deteriorated door that is not repairable may be replaced in-kind, meaning a door that matches the original in materials and design. A non-original steel door may be replaced with a wood door that is appropriate design for the house and the historic district.

.2 **Screen Door Replacement.** Screen doors should be retained and re-paired when necessary. Any replacement screen door should match the historic screen door and should be built to mirror the panels and sash divisions of the door that it covers.

.3 Storm Doors and Screens. Storm doors ~~are to be~~ constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors required to ~~be painted~~ be painted, stained, or have a baked-enamel finish color compatible with the color of the existing door. If storm and screen doors are installed where none existed originally, select a “full vision panel” design to allow the original door to be seen. (Additional information on storm windows and doors is provided in Section 3.174.9, Utilities and Energy Retrofit).

~~3.146.2~~ Guidelines for Doors

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

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

.2 Replace Only Deteriorated Features. If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit.

.3 Retain and Preserve Transoms and Sidelights. Transoms and sidelights should be retained and preserved. Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.

.4 Retain Historic Glass. Retain original glass in historic doors. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.5 Glass Variations

***a.** Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.

***b.** Beveled glass in doors is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.

***c.** Colored Glass. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

.64 Wood Doors. Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.

.75 Replacement Doors. Replacement doors on a historic structure are to be wood and in appropriate design, size and details in keeping with the style of the house. Installation of steel doors on the front of a historic structure is prohibited. Aluminum clad doors are permissible on rear of the structure on a limited case by case case by case basis.

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

.98 **Materials.** Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum-clad doors can be considered on non-contributing resources and on rear elevations of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.

.109 **New Primary & Secondary Accessory Structures.** ~~Construction~~ Doors in new construction should be similar to ~~windows~~ those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.

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

~~3.76~~ **Guidelines for Entrances, Porches, and Balconies**

~~3.157.1~~ **Administrative Bypass Standards for Entrances, Porches and Balconies**

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for review.

.1 **Screening of a rear porch.** Screening of a rear porch that is temporary, easily reversible, and is designed to preserve the historic character of the porch and the building. Screening must be with compatible materials.

.2 **Balconies and Porches.** Balconies and porches that are less than 120 square feet, built on the rear and not visible from the front right-of-way and built with compatible with the structure in material, scale, and size.

.3 **Handrails.** Installation of handrails required by building code may be approvable by Administrative Bypass. Handrails must meet adopted City building codes and be of a simple design that is compatible with the house in material and scale. Wood or metal are acceptable materials for handrails on historic structures.

.4 **Concrete Steps and Porch floorings.** Replacement of existing concrete steps porch flooring in-kind, with the same materials and design. Steps are to match the original steps in size, form and detail. The number of steps should be retained if possible, unless building codes require a different configuration.

~~3.167.2~~ **Guidelines for Entrances, Porches, and Balconies**

The Historic District Commission will use following criteria for review of a Certificate of Appropriateness (COA):

- .1 **Preserve Original Entrances, Porches, and Balconies.** Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.
- .2 **Replace Only Deteriorated Elements.** If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element ~~in-kind~~ rather than the entire feature. Match the original in design, dimension, and material. ~~Consider compatible substitute materials~~ can be considered only if using the original material is not available, technically feasible.
- .3 ~~Replacements Match Original.~~ If full replacement of an entrance, porch, or balcony is necessary, replace it ~~in-kind~~, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if original material is no longer available. ~~Consider compatible substitute materials only if using the original material is not technically feasible.~~
- .4 **Replace Missing Features.** Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or a new design compatible with the historic character of the building and the district.
- .5 **Screen Porches Carefully.** Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.
- .6 **Avoid Enclosures.** It is not appropriate to enclose a front porch or a front balcony.
- .7 **Avoid Removing Details.** It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or beaded board, unless an accurate restoration requires it.
- .8 **Avoid Changes to Primary Facades.** It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary facade.
- .9 **Avoid False Historical Appearances.** Features or details that are introduced to a house should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.
- .10 **Maintain Porch Elevation.** At no time should the porch elevation be lowered to grade and steps redesigned.
- .11 **Maintain Wood Elements.** Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns should only be replaced with wood of the same profile and dimension.
12. **New Balconies and Porches.** Balconies and porches built on the rear and not visible

from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side will only be considered if there is historic evidence that one existed. The design and materials is to be based on historic evidence.

13. **Respect Design.** Original design, construction, and materials should be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.

3.7 — Recommendations for Color (Advisory Only)

3.8 — Mechanical, Electrical, and Communication Equipment (Advisory Only)

3.109 Utilities and Energy Retrofit (Advisory Only)

3.1710.1 Standards for Administrative Bypass for Utilities and Energy Retrofit

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 **Storm Windows & Doors.** Interior storm windows are encouraged and do not require a COA. Exterior storm windows are allowable with a COA by administrative bypass if they meet the following criteria:

- a. Metal storm windows and windows with painted, stained, or baked enamel finish color compatible with the color of the existing window or door. Unfinished or clear anodized aluminum finishes are not permitted.
- b. Storm windows and doors that do not obscure or damage the existing window/door and/or frame.

.2 **Solar Panels.** Solar panels installed on the “back” side of the house, or on the roof where they are not visible from the front right-of-way or public view.

.3 **Free-standing Solar Racks.** Solar racks can be installed at the rear of the property to create a shade structure or can be installed on an outbuilding, such as a garage roof, as long as they meet the following:

- a. Located in the rear yard and not visible from the front right-of-way. Not taller than the principal structure. Less than 120 square feet.

.4 **Solar Tubes and Skylights.** If flat in profile and on the rear or back side of the house, and not visible from the front right-of-way.

3.1810.2 Guidelines for Utilities and Energy Retrofit

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

1. **Retain Inherent Energy-Conserving Features.** Retain and preserve the inherent

energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, as well as operable windows, transoms, shutters, and blinds.

2. Use Traditional Energy-Saving Practices. Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features such as awnings, operable shutters, and storm windows and doors, where appropriate.

3. Solar Tubes and Skylights. Solar Tubes and Skylights can add light to interior spaces and make attics spaces more useable. Bubble-dome skylights are not appropriate for buildings within historic districts.

4. Solar Panels. Avoid installing solar panels on the street side of the house or permanently altering roof with the installation of solar panels. Panels should be installed flat and not alter the slope of the roof. They should be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.

5. Compatibility. Use solar panels and mounting systems that are compatible in color to the property's roof materials.

6. Free-Standing Solar Racks. Free-standing solar racks larger than 120 sq. ft. will be considered on a case-by-case basis. Solar racks installed at the rear of the property with no or limited visibility and create a shade structure or installed on an outbuilding, such as on a garage roof.

7. Low Pitch Roofs for Solar Panels . Low pitch roofs may utilize low-profile panels on non-street-facing roof planes. Avoid roof racks that elevate the panels or are at a different pitch than the roof.

8. Solar Shingles. Solar shingles may be installed on sloped roof-surfaces and are less intrusive than panels. However, removal of historic materials must be avoided.

8. Flat Roofs. On structures with flat roofs, solar panel installations are to set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from public right-of-way.

~~13.10~~ Guidelines for Accessibility, and Health & Safety Considerations

~~3.19.1~~ Standards for Administrative Bypass for Accessibility, Health Safety

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Access Ramp. Access ramps can be approved by Administrative Bypass if they meet the following standards:

- a. Wood, Wood-like materials, such as smooth cement fiberboard, and temporary metal

- ramps can be used.
- b. Vinyl material is prohibited.
- c. Temporary and removable, and do not permanently alter the historic structure
- d. Located on the rear of the structure, not visible from the front right-of-way.
- e. Side and front ramps require review by the Historic District Commission.

.2 Safety Aid. Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.

.3 Doorways. The widening of entryways can be approved by administrative bypass if located on the rear of the structure and not visible from the front right-of-way.

3.20 Guidelines for Accessibility, and Health and Safety Considerations

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

1. ~~Security Bars Require Approval.~~ A Certificate of Appropriateness is required for the installation of ~~burglar security~~ bars within historic districts. Security bars shall be designed to complement the style and design characteristics of the structure to which they are being attached.
2. ~~Accessibility Ramps. May Be Eligible for Administrative Bypass.~~ ~~Wooden~~ The Commission will use the following when ~~accessibility~~ considering accessibility ramps ~~may be approved on the front façade or side of structure.~~ ~~ed by Administrative Bypass.~~ Ramps shall be designed to have minimal structural and visual impact on the historic resource. See Chapter 1.32 for more information on Administrative Bypass.
 - a. Locate ramp with the least amount of visibility from the front right-of-way.
 - b. Ramps must be temporary and composed of wood, cement fiberboard, or metal.
Concrete ramps on the rear of the structure will be considered on a case-by-case bases.
 - c. Cannot permanently alter the historic structure or be permanently attached to the structure.
 - d. Must be easily removable and reversible.
3. ~~Lifts Require Approval.~~ Accessibility aids ~~such as ramps or lifts that require concrete, brick or other more permanent foundations~~ are allowed on the rear of the structure with no visibility from the front right of way. ~~require a Certificate of Appropriateness.~~
4. ~~Add Safety Aids Carefully.~~ Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.
5. ~~Modify Doorways Carefully.~~ A doorway is a critical design element in a historic structure, so a Certificate of Appropriateness is required to alter an entryway. In an emergency situation, an entryway modification application and hearing may be expedited. The enlargement of a door opening on the rear of the structure is allowable on a case-by-case basis.

Additions and New Construction

4.14.1 Guidelines for Decks

4.23 Standards for Administrative Bypass for Decks:

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

- .1 Decks under 300 square feet:
 - a. Less than 300 square feet in total area. Located behind the structure and not visible from the front right-of-way. Corner lots have two front right-of-ways.
 - b. Constructed in a way that makes no permanent changes to the historic structure. Built of compatible wood, wood composite or smooth cement board with functional elements made of metal elements. Synthetic, materials such as plastic and vinyl are prohibited.
 - c. Decks that with roofs or walls will be forwarded as a porch or balcony request for a full review by the Historic District Commission.

4.34.2 Guidelines for Decks

A full review by the Historic District Commission will take the following criteria into consideration before issuing a Certificate of Appropriateness (COA):

- .1 Protect Historic Fabric of Structure. Locate and construct decks so that the historic fabric of the primary structure and its character-defining features and details are not damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.
- .2 Choose Inconspicuous Locations Deck Locations. ~~Front decks are prohibited. Decks on the rear should be inset from the rear corners to eliminate visibility from the front right-of-way. Introduce decks in inconspicuous locations, usually on the building's rear elevation and inset from its rear corners, where the deck will not be visible from the street.~~ Decks on corner properties will be reviewed on a case-by-case basis.
- .3 Deck Design Should Reflect Building Design. Design decks and their associated railings and steps to reflect the materials, scale, and proportions of the building.
- .4 Design Visible Decks Carefully. ~~Where it is appropriate to site a deck in a location visible from the street (i.e. the side of a building), treat the deck in a more formal architectural way.~~
- .45 Align Deck with First Floor Level. Decks shall ~~generally~~ be no higher than the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, lattice, or dense evergreen foundation plantings.
- .56 Preserve Significant Building Elements. ~~It is not appropriate to introduce a deck~~

Preserve significant building and site elements and new deck installations are not to obscure or remove significant building or site elements. if doing so will require removal of a significant building element or site feature.

~~.67~~ Decks May Not Detract from Overall Character. It is not appropriate to introduce a deck if ~~the deck~~ it will detract from the overall historic character of the building or the site.

~~.8~~ ~~Administrative Bypass.~~ Deck construction may be approved by Administrative Bypass if the proposed deck footprint is less than 300 square feet, is not visible from the street, does not make changes to the historic structure itself, and meets City lot coverage restrictions.

Additions to Historic Buildings

4.45 3.14.2 Guidelines for Additions to Historic Buildings

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

- .1 **Make Additions Compatible.** Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.
- .2 **Locate Addition Inconspicuously.** Locate a new addition on an inconspicuous facade of the historic building, usually the rear one. Additions that alter the front facade are generally considered inappropriate for a historic structure.
- .3 **Limit Size and Scale.** The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.
- .4 **Preserve the Site.** Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.
- .5 **Avoid Detracting From Principal Building.** It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.
- ~~.6~~ ~~Small Buildings Allowable by Administrative Bypass.~~ Accessory buildings which have a footprint no greater than 108 square feet and are not constructed on or attached to a concrete slab, foundation, or permanent base and have no electric, plumbing, or gas service connection do not require a building permit. However, an Administrative Bypass is required, subject to the conditions set forth in Chapter 1.32. It is recommended that the design of these buildings be compatible with the primary structure and the other surrounding or nearby structures or screened with fencing or landscaping.

New Primary Structures

4.56 4.14.3 Guidelines for New Primary Structures

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

- .1 Consider Historic Context. Design new structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportions, finished floor elevation, size of door and window openings, ~~and roof shape, and setbacks.~~ Proposals for new construction shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, floor elevations, proportions, setback and design.
- .2 Select ~~Doors & Windows~~ and Doors Carefully. Select ~~doors and windows and doors~~ for new buildings that are compatible in material, proportion, pattern, and detail with the windows and doors and windows of historic buildings in the district. See Chapters 3.5 Doors and Windows. 3.11 through 3.14.
- .3 Select Compatible Finishes. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish.
- .4 Evaluate Potential for Archaeological Resources. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources. See Chapter 2.2 Archaeology.
- .4 Design of New Primary Structures. Design new primary structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportion, finished floor elevation, size of door and window openings, and roof shape. Proposals for new primary structures shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, and design.
- .5 Location of Primary Structures. New primary structures should align with the typical front and side setback on the block.
- .9 Select ~~Doors & Windows~~ Carefully. Select doors and windows for new buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Sections 3.5 and 3.6 Windows and Door.
- .10 Select Compatible Finishes. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish.
- .6H Evaluate Potential for Archaeological Resources. Evaluate in advance and limit any

disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.

.712 Avoid False Historical Appearance. New structures should be of their own time period and easily distinguishable from the historic structure.

Relocation of Structures

4.5.15.1 Guidelines for Relocation of Structures

4.75.1 Standards for Administrative Bypass

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Relocation of Structures less than 120 square feet. Non-historic accessory structure less than 120 square feet may be relocated to another location in the rear yard not visible from the front right of way. Relocation outside the district is allowed as well.

5.2.8 Guidelines for Relocation of Structures:

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

- .1 **Document Original Context.** Before moving a historic structure, applicants and City staff shall document its original setting and context using photographs, site plans, or other graphic or written statements to record the existing site conditions.
- .2 **Protect Existing Structures.** Ensure that the relocation of a structure will not diminish or damage existing buildings or the overall character of the historic district. Pay particular attention to protection of the tree canopy along the route of the move.
- .3 **Furnish Relocation Site Plans.** Applicants shall provide the Historic District Commission with detailed site plans for proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.
- .4 **Protect Significant Features.** Protect significant site features of the original site, the new site, and the route of the move during the relocation.

Demolition of Structures

5.39.15.2 Standards for Administrative Bypass for the Demolition of Structures

.1 Demolition of structures less than 120 square feet. Non-historic accessory structure less than 120 square feet may be demolished.

5.410.2 Guidelines for Demolition of Structures

~~.1 — A Certificate of Appropriateness (COA) is Required for Demolition and Construction of New Primary Structures. Applicants must obtain a Certificate of Appropriateness for construction of new primary structures on a demolition site prior to the demolition taking place.~~

~~.2 — Submit Site Plan. Before demolition occurs, submit a site plan to the Historic District Commission illustrating proposed site development to follow demolition.~~

~~.3 — Document Structure Thoroughly. Before demolition, record significant structures through photographs and/or measured drawings as specified by the Historic District Commission and City Staff.~~

The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 — A Certificate of Appropriateness. A Certificate of Appropriateness is required to be issued prior to demolition.

.2 — Criteria for Demolition. Demolition requests must meet Zoning Ordinance Section 429.3.9(c), Criteria for Demolition.

.3 — Procedures and Process for Demolitions. Demolitions must meet the Zoning Ordinance Section 429.3.9(b), Procedure and Postponement Orders.

.4 — Site Plan Required. Applicants shall provide the Historic District Commission with detailed site plans for proposed site features of the new parcel, including information any structures, driveways, site lighting, and parking areas.

.5 — Document Thoroughly. Document original context of the historic structure prior to demolition.

Appendices

6.1 Technical Resources [section underdevelopment....repository for bibliography, recommended readings, preservation resource guides, glossary etc.]

6.2 Definitions

Addition — construction that increases any exterior dimension of an original structure by building outside of the existing walls and/or roof. Additions can be either horizontal or vertical.

Alteration — an act that changes one or more of the exterior architectural features of a structure or its appurtenances, including but not limited to the erection, construction, reconstruction, or removal of any structure or appurtenance.

Appropriate — typical of the historic architectural style, compatible with the character of the historic district, and consistent with the *Norman Historic Preservation Handbook*.

Architectural resources — districts, structures, buildings, monuments, sites, or landscaping which possess local interest or artistic merit or which are particularly representative of their class or period, or represent achievements in architecture, engineering, or design.

Certificate of Appropriateness (COA) — the official document issued by the Historic District Commission approving any application affecting the exterior of any structure designated by the authority of the Historic District Ordinance for permission to construct, erect, demolish, remove, relocate, reconstruct, restore, or alter said structure.

Commission — the Historic District Commission of the City of Norman.

Compatible — a design or use that does not conflict with the historical appearance of a building or district and does not require irreversible alteration.

Contributing resource — a historic building or site that retains the essential architectural integrity of its original design or condition and whose architectural style is typical of or integral to a historic district.

Damaged or diseased tree — A tree that is damaged in such a way as to create a hazard (e.g. has a large wound) or has been pruned in a way which permanently alters its natural attributes (e.g. topped). A seriously diseased tree is one with obvious signs of internal decay (e.g. cavity with fruiting bodies present), is infested with a disease for which there is no remedy (e.g. Pine Wilt, Dutch Elm Disease), or suffers from a decline disorder.

Demolition — the removal of any historic structure from its original site. This includes moving a building from one site to another.

Elevation — a drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Facade — the exterior face of a building.

False historical appearance — architectural features or details introduced to a structure that do not reflect its period, style, or design.

Feature — a structural or decorative element that contributes to the overall character of that building, e.g. walls, foundations, roofs, chimneys, steps, piers, columns, lintels, and sills.

Guidelines — ~~An important part of the *Norman Historic Preservation Handbook*. The guidelines are a set of rules administered by the Norman Historic District Commission intended to assist owners of historic buildings in Norman's historic districts maintain, preserve, protect, and enhance the architectural quality of their property.~~ Guidelines are utilized by the Norman Historic District Commission to determine if a proposed work is compatible with the principal historic structure on the site as well as compatible with the adjacent or surrounding historic district.

Historic district — a geographically definable area with a concentration or linkage of significant sites, buildings, structures, or monuments; or, an individual structure, building, site or monument which contributes to the cultural, social, political, or architectural heritage of the City of Norman.

Historic District Ordinance – the portion of *Norman Zoning Ordinance* (Chapter 22:429.3HD) establishing an overlay zoning district for the purpose of protecting and preserving the architectural, cultural, and historic resources included in that designated district.

Historic property — any individual structure, building, site or monument which contributes to the historic, architectural, archeological and/or cultural heritage of the City of Norman, Oklahoma as determined by the Historic District Commission.

Historic resources — sites, districts, structures, buildings, or monuments that represent facets of history in the locality, state or nation; places where significant historical or unusual events occurred; places associated with a personality or group important to the past.

Infill construction — the erection of a new structure between or adjacent to existing buildings or the relocation of an existing structure to a vacant lot from another location.

~~In-kind~~ **In-kind** — the replacement of existing materials or features with materials of identical appearance and/or composition. (See also: matching)

Like with like — repair or replacement of deteriorated exterior features or site elements with identical materials.

Matching — in historic rehabilitations, the use of replacement materials that are identical to the original in composition, size, shape, and profile. (See also: ~~in-kind~~ in-kind).

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

New construction — see: infill construction.

Non-contributing resource — a resource that adds no historical significance to an individual property, site, or district, and detracts from the visual integrity or interpretability of an historic district.

Ordinary maintenance and repair — work meant to remedy damage or deterioration of a structure or its appurtenances, and which will involve no change in materials, dimensions, design, configuration, texture or visual appearance to the exterior of an historic structure. Ordinary maintenance and repair shall include painting and reroofing with similar materials.

Original — buildings, building materials or features that were present during the period of significance for the historic district.

Period of significance — the span of time during which a group of properties attained the significance that makes them eligible for designation as a historic district.

Preservation — the adaptive use, conservation, protection, reconstruction, rehabilitation, or stabilization of buildings, districts, monuments, sites, or structures significant to the heritage of the people of Norman. The following terms further define types of preservation activities:

Adaptive Use – the restrained alteration of a historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way so as to maintain the general historical and architectural character.

Conservation – the sustained use and appearance of a resource essentially in its existing state.

Protection – the security of a resource as it exists through the establishment of the mechanisms of this section.

Reconstruction – the act or process of duplicating the original structure, building form and materials by means of new construction based on documentation of the historic condition.

Rehabilitation – the act or process of making a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historic, cultural or architectural values.

Restoration — the act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removing features or changes from other periods in its history and reconstructing missing features from the restoration period.

Stabilization – the process of applying methods designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without noticeably changing the exterior appearance of the resource.

Relocation — the movement or repositioning of a primary or accessory structure on its original site, or from one location to another.

Secretary of the Interior Standards for Rehabilitation of Historic Buildings — a set of standards intended to assist the long-term preservation of a historic property through the preservation of historic building materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. “Rehabilitation” is defined as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while still preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Significant characteristics — those characteristics which are important to or expressive of the historic or architectural quality and integrity of the resources and its setting and which include, but are not limited to building material, detail, height, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship. Examples include:

Building mass — describes the relationship of a building's height to its width and depth.

Building materials — the physical characteristics which create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Detail — architectural aspects which, due to particular treatment, draw attention to certain parts or features of a structure.

Height — the vertical dimension of a given structure, building or monument.

Proportion — the relative physical sizes within and between buildings and building components.

Rhythm — a discernible pattern of shapes including, but not limited to, windows, doors, projections, and heights, within a building, structure or monument, or a group of same.

Scale — the proportion of parts of a building, structure, or monument to one another and to the human figure.

Setting — the surrounding structures, monuments, and landscaping which establish the visual, aesthetic, or auditory qualities of the historic or architectural resources.

Shape — the physical configuration of structures or landscaping and their component parts.

Streetscape — the view along a street from the perspective of a driver or pedestrian. The streetscape includes street trees, lawns, buildings, landscape buffers, signs, street lights, above-ground utilities, drainage structures, sidewalks, bus stop shelters and street furniture.

Structure — anything constructed or erected, the use of which requires permanent location on the ground or which is attached to something having a permanent location on the ground. These include, but are not limited to, buildings, fences, walls, driveways, sidewalks and parking areas.

Stucco — an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older types of stucco may be mixed from softer masonry cement rather than Portland cement.

**HISTORIC DISTRICT COMMISSION
MINUTES OF
August 2, 2021**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on August 2, 2021, at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray Building-A, the Norman Municipal Building and at www.Normanok.gov twenty-four hours prior to the beginning of the meeting.

Commissioner Emily Wilkins called the meeting to order at 5:34p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Mitch Baroff
Aaron Brooks
Shavonne Evans
Tabor Halford
Joan Koos
Brent Swift
Emily Wilkins
Barrett Williamson

MEMBERS ABSENT: Michael Zorba

A quorum was present.

STAFF MEMBERS PRESENT: Anaïs Starr, Planner II
Tara Reynolds, Admin Tech III
Jeanne Snider, Assistant City Attorney

GUESTS:

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Item No. 2, being: Approval of the Minutes from the April 5, 2021 regular meeting.

Joan Koos would like clarification on the motion for Item #3 that approval for the solar panels on the East side of the structure was in a single row of 3 panels.

Motion by Barrett Williamson for approval of the amended minutes from the April 5, 2021 Regular Meeting: **Second** by Joan Koos.

The motion was passed unanimously with Brent Swift abstaining.

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Item No. 3, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since April 5, 2021 and consideration of six-month extension requests for expiring COAs.

- 904 Miller – Staff will pursue violation notice.
- 510 Shawnee - COA was issued 7/1/19 and work has not started - No update given at this meeting.
- 720 W Boyd – Installation almost complete. No update given at this meeting.
- 518 Chautauqua – COA issued 6/1/20, building permit issued August 2020, work has begun.
- 536 Chautauqua – COA approved 8/3/20, and work on garage and driveway is complete.
- 1320 Classen – Interior work continues, windows were replaced.
- 620 Miller – Work has not started.
- 605 Okmulgee – COS issued 4/5/21, and work has not started on siding or windows.
- 428 Chautauqua – COA issued 3/17/21 and work is complete on solar panel installation.

6 month extension requests – None.

Administrative bypass:

- 802 Classen Blvd – Installation of wood storm windows
- 808 Classen Blvd – Installation of storage shed less than 108 sq ft.
- 421 College – Installation of storage shed less than 108 sq ft.
- 509 S Crawford – installation of 6’ fence in the rear yard
- 712 Cruce – Installation of 4’ side and rear yard fence
- 432 Chautauqua – Installation of solar panels on rear of house and rear garage

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Item No. 4, being: Discussion of progress report regarding the FY 2021-2022 CLG Projects.

2021-2022 Certified Local Government Fund

- \$150 National Alliance of Preservation Conference (NAPC) Dues
- \$7,000 Commission Assistance and Mentoring Program (C.A.M.P)
- Training for Commissioners
- \$2,500 Planning Conference attendance for staff
- \$600 Education Mailing
- \$10,750 CLG Total allocation for 2021-2022

Anais will send out possible dates of the CAMP and a 2-hour SHPO training to the Commission to choose which works best.

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Item No. 5, being: Discussion and recommendation to City Council of the revised Historic Preservation Guidelines.

The public comments gathered from the July 19 and July 26 meetings were discussed, including:

- **Are high impact shingles allowed?** Asphalt based shingles is permissible, but simulated/synthetic/composite materials will go through the commission for a case by case basis for review.
- **Guidelines should allow double pane window replacements for energy efficiency reasons.** Storm windows are permissible.
- **Corner lots should not have two fronts.** There will be no change regarding corner lots having two fronts.
- **Cement fiberboard/Hardieboard should be allowed in all cases.** There will be no change in allowing these materials. It is a case by case review basis.
- **Accessory Structures should not have to match principal structure if brick/stucco – allow wood accessory structures.** The guidelines will allow wood if appropriate and brick/stone masonry accessory structures.
- **Are plastic Tuff Sheds allowed or are they banned now?** They are not banned, as long as they are below 120 square feet.
- **Allow 650 sq ft. as a minimum for parking pad in rear yard.** No changes to this guideline.
- **6' tall fences on side yard should be allowed by Admin Bypass.** No changes.
- **Increase the size allowed for NHRP plaques.** No changes.
- **Allow the removal of secondary chimneys.** This is already allowed.
- **Allow metal shingles.** This was previously discussed.
- **Allow all access ramps on front of the house even if concrete.** No changes.
- **Clarify two fronts in Guidelines.** This will be clarified in the guidelines with illustrations.
- **Metal roofs should be allowed, since asphalt shingles are not historic either.** This was previously discussed.
- **Are garage apts. allowed in Historic Districts?** Some are, it depends on the zoning ordinance for that specific location.
- **Garages should be limited to one two-car garage, at the very least 2-car garage max.** Garages are limited to 575 square feet, or half the footprint of the primary structure, whichever is smaller. There is not a guideline limiting how many car bays a garage can have.
- **Should allow cement fiberboard on historic houses.** No changes.
- **Can guidelines prohibit small cell tower sites?** Legally the guidelines cannot prohibit them. Staff will check for more information about the small cell tower ordinance.
- **Make clear the Guidelines for Landscaping.** There are no guidelines that cover landscaping.
- **Add info to Handbook regarding the new Tree Ordinance which does provide a means to designate a tree historic.** This will be added to the handbook.
- **Feels strongly that accessory structures should be secondary to the main structure. The allowance in the Guidelines should not be increased.** The guidelines are restricting the size of accessory structures, not increasing it.

Commission asked that the Guidelines be revised as follows

- 1) Roofs: Metal roofs allowed upon Commission review. Any type of asphalt shingles are allowed to replace existing composition/asphalt shingles.
- 2) In regards to garage size, on page 13, it should corrected to say: “The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is **smaller**.” Currently is says greater.
- 3) In regards to materials for accessory structures states as: Brick and stone masonry, wood and stucco”.

With a recommendation from the Commission the Preservation Guidelines would move forward to the Planning Commission meeting, and then on to City Council for approval, possibly in November. The revisions discussed tonight, and necessary editing will be completed before sending it forward to the Commission.

Motion by Brent Swift to recommend the revised guidelines as amended tonight to be forwarded to City Council. **Second** by Barrett Williamson.

The vote went as follows:

Mitch Baroff: No
Aaron Brooks: Yes
Shavonne Evans: Yes
Taber Halford: Yes
Joan Koos: Yes
Brent Swift: Yes
Emily Wilkins: Yes
Barrett Williamson: Yes
Michael Zorba: Absent

Motion passes 7-1.

Item No. 6, being: Miscellaneous comments of the Historic District Commission and city staff.

Commissioner Barrett Williamson said well-done city staff.

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Item No. 7, being: Adjournment.

The meeting adjourned at 7:00p.m.

Passed and approved this _____ day of _____, 2021.

Emily Wilkins, Chair
Historic District Commission

File Attachments for Item:

15. Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-31 – AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 22 (ZONING ORDINANCE), ARTICLE XI, SPECIFIC DISTRICT REGULATIONS, SECTION 429.3 IN DEFINITIONS DELETING CONSERVATION AND ADDING ORIGINAL, PERIOD OF SIGNIFICANCE, RELOCATION, SECTRARY OF THE INTERIOR STANDARDS OF HISTORIC BUILDINGS; EDITS FOR CONSISTENCY OR CORRECTIVE PURPOSES; ADDED WRITTEN DENIAL REQUIREMENT; ADDED SEVEN DAY NOTICE; EXTENDED TIME LIMIT OF COA FROM SIX MONTHS TO TWELVE MONTHS; RESTRUCTURED EXCEPTIONS TO ADMINISTRATIVE BYPASS; AND PROVIDING FOR THE SEVERABILITY THEREOF.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 12/09/2021

REQUESTER:

PRESENTER: Anais Starr, Planner II

ITEM TITLE: Consideration of Adoption, Rejection, Amendment, and/or Postponement of Ordinance No. O-2122-31 – AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING CHAPTER 22 (ZONING ORDINANCE), ARTICLE XI, SPECIFIC DISTRICT REGULATIONS, SECTION 429.3 IN DEFINITIONS DELETING CONSERVATION AND ADDING ORIGINAL, PERIOD OF SIGNIFICANCE, RELOCATION, SECTRARY OF THE INTERIOR STANDARDS OF HISTORIC BUILDINGS; EDITS FOR CONSISTENCY OR CORRECTIVE PURPOSES; ADDED WRITTEN DENIAL REQUIREMENT; ADDED SEVEN DAY NOTICE; EXTENDED TIME LIMIT OF COA FROM SIX MONTHS TO TWELVE MONTHS; RESTRUCTURED EXCEPTIONS TO ADMINISTRATIVE BYPASS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

ACTION NEEDED:

Recommend adoption, rejection, amendment, or postponement of Ordinance No. O-2122-31 to City Council.

ORDINANCE NO. O-2122-31

ITEM NO. 15

STAFF REPORT

ITEM: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING CHAPTER 22 (ZONING ORDINANCE), ARTICLE XI, SPECIFIC DISTRICT REGULATIONS, SECTION 429.3 IN DEFINITIONS DELETING CONSERVATION AND ADDING ORIGINAL, PERIOD OF SIGNIFICANCE, RELOCATION, SECRETARY OF THE INTERIOR STANDARDS OF HISTORIC BUILDINGS; EDITS FOR CONSISTENCY OR CORRECTIVE PURPOSES; ADDED WRITTEN DENIAL REQUIREMENT; ADDED SEVEN DAY NOTICE; EXTENDED TIME LIMIT OF COA FROM SIX MONTHS TO TWELVE MONTHS; RESTRUCTURED EXCEPTIONS TO ADMINISTRATIVE BYPASS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

Council enacted Ordinance No. O-9293-30 on August 10, 1993, establishing the Historic District Ordinance for the City of Norman. The ordinance establishes the Historic District Commission and associated provisions to regulate designated Historic Districts including the development and revision of Historic Preservation Guidelines.

With the adoption of revised Historic Preservation Guidelines in the previous agenda item, it is necessary to update the Historic District Ordinance to reflect those revisions. This also provides an opportunity to correct any errors or issues identified with the Ordinance.

DISCUSSION:

After the Draft Historic Preservation Guidelines were recommended for approval on August 2, 2021 by the Historic District Commission, staff revised the Historic District Ordinance to incorporate necessary revisions to allow for enforcement of the revised Guidelines. Additionally, other revisions were identified by staff and presented to the Commission for consideration. The Commission discussed the proposed revisions to the Historic District Ordinance at their October 4, 2021 meeting and recommended the adoption of the attached Historic District Ordinance. The following provides a summation of the revisions proposed.

SUMMARY OF HISTORIC DISTRICT ORDINANCE REVISIONS

1. Removal of a repetitive definition for the word *conservation* which is defined elsewhere in the Ordinance.
2. Provided definitions of original, period of significance, relocation, Secretary of the Interior Standards.
3. Reorganized sections of the ordinance to provide clarity. For example, two sections discussed the appeals process. The two sections were combined into one section to provide clarity.

- 4. Requires adjacent property owner letters be sent out at least 7 calendar days prior to the Historic District Meeting. Presently, there is not a specific notice date requirement for adjacent property owner notification letters.
- 5. Extended the expiration of Certificate of Appropriateness from six months to 12 months. This provides a more reasonable amount of time for applicants to begin projects.
- 6. Restructured ordinance to allow additional items approvable by the Administrative Bypass process as identified in the Historic Preservation Guidelines.
- 7. The correction of typos found during the revision process.

CONCLUSION:

Staff presents Ordinance No. O-2122-31 to the Planning Commission for discussion and consideration.

**HISTORIC DISTRICT COMMISSION
MINUTES OF
October 4, 2021**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on October 4, 2021, at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray Building-A, the Norman Municipal Building and at www.Normanok.gov twenty-four hours prior to the beginning of the meeting.

Commissioner Emily Wilkins called the meeting to order at 5:32p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Mitch Baroff
Aaron Brooks
Shavonne Evans *Left 6:30pm
Tabor Halford
Joan Koos
Emily Wilkins
Barrett Williamson *Left 6:30pm

MEMBERS ABSENT: Brent Swift
Michael Zorba

A quorum was present.

STAFF MEMBERS PRESENT: Anaïs Starr, Planner II
Tara Reynolds, Admin Tech III
Jeanne Snider, Assistant City Attorney

GUESTS: Dave Boeck
Fred Buxton

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Item No. 2, being: Approval of the Minutes from the September 7, 2021 regular meeting.

Motion by Barrett Williamson for approval of the minutes from the September 7, 2021 regular meeting; **Second** by Joan Koos.

The motion was passed unanimously.

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Motion by Shavonne Evans to amend the order of the agenda to review item #5 first; **Second** by Joan Koos.

The motion was passed unanimously with Commissioner Barrett Williamson abstaining.

Item No. 5, being: HD (21-15) Commission review and feedback regarding the proposed design for an addition, garage, pool, paving, fencing, and rear deck for the property located at 506 S. Lahoma.

Commissioner Barrett Williamson recused himself to present this proposal. He presented the proposed project and asked the Commission for their feedback

Commission comments and discussion consisted of:

- Will there be any demolition? No, the previous addition will remain, but a part of the rear non-original addition will be removed.
- The addition with a bedroom and bathroom suite will be 683 square feet; there will be a travertine pool to connect to a swimming pool,
- A 572 square foot garage is proposed to be placed at the southwest corner of the rear yard adjacent to the pool. The garage will have porch that will act as a cabana for the pool.
- Applicants would like to extend the 8 ft. privacy fence from the side property line to the side of the house.
- Commissioner Mitch Baroff suggested flipping the addition to behind the house. This would prevent the addition from extending past the wall of the original structure. This would mean less pavement, less visible garage, less impervious surface.
- Commissioner Shavonne Evans noted the suite is large, and could be scaled down to prevent the addition from protruding past the original structure.
- Commissioner Joan Koos agrees with the previous statements. She would prefer to not see the garage, and the addition portion past the edge of the house is a concern. She would like to see the current driveway utilized. It is a good design, and well done, though she recognized that is not in accordance with Historic District guidelines. However, the driveway was installed prior to the establishment of the Chautauqua Historic District.
- Commissioner Aaron Brooks thought it was a thorough presentation and addressed issues well.
- Commissioner Tabor Halford asked staff about feedback from the past approval of a 535 square foot garage, which was never built. Staff indicated that the neighborhood did not want a garage on the south side of the property, and did not want to see it from the front. Commission wanted the garage placed at the end of the driveway on north side.
- The addition will extend 10 feet from an existing “bump out” addition on the side of the house, and 15 feet from the original wall of the structure.

- The addition would increase the footprint of the house by approximately 25%.
- Chair Emily Wilkins agrees with the previous comments by Commissioners, and adds that this is a significantly sized addition. The main concern being how much the addition protrudes past the sides of the primary structure, and would like to see the addition behind the house if possible. Historic Guideline 4.2.2 states to “locate additions inconspicuously” and 4.2.3 states to “limit size and scale.” The width shouldn’t exceed the width of the house.

Item No. 3, being: HD (21-09) Consideration of a Certificate of Appropriateness request for the re-installation of a pair of wood windows on the south side of the structure for property located at 549 S. Lahoma Avenue.

Motion by Aaron Brooks to approve item as submitted #3; **Second** by Tabor Halford.

Anais Starr presented the staff report. In 2011 a COA was denied for replacement of three historic windows with inappropriate non-wood windows. The applicant appealed this decision to the City Council and then through a civil court appeal process. The litigation is now concluded and the applicant wishes to re-install a pair of one-over-one wood windows where there is currently one picture window. Ms. Starr presented a staff report regarding the request and pointed out this COA request was only concerned with the south picture window.

The applicant’s representative, Fred Buxton, discussed the reasons for the project:

- The applicant can now find historic windows to replace the windows and would like to have all historical windows. The picture window would be a pair of double hung one-over-one wood windows, which meet the Guidelines.

No public comments were made.

Commission comments and discussion consisted of:

- The Commission was in agreement that this request meets Historic District Guidelines.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued.

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Item No. 4, being: HD (21-17) Consideration of a Certificate of Appropriateness request for a garage with associated driveway, and for the replacement of rear porch with a deck for property located at 1320 Classen Boulevard.

Motion by Aaron Brooks to approve request as submitted. **Second** by Joan Koos.

Anais Starr presented the staff report.

The applicant's representative, Dave Boeck, discussed the reasons for the project:

- The site plan reviewed in March had a front building line drawn and listed incorrectly at 25' instead of the actual 40' building line that exist. This error meant that the Commission must re-review the COA request for the garage, driveway, and deck with a corrected site plan.

No public comments were made.

Commission comments and discussion consisted of:

- The Commission had approved the same 718 square-foot garage and associated driveway at March meeting earlier this year.
- The proposed deck is 20 feet wide by 19 feet deep, which is too large for an administrative bypass.
- The footprint of the garage is 75% of the primary structure's footprint, and does not meet guidelines.
- The size of the garage at 704 square feet is too large; should be 500-600 square feet, and the garage is now closer to the deck because the site plan has been corrected. There will be 11 feet between the deck and the garage.

Motion by Joan Koos to amend the original motion to allow voting of items separately for item #4; **Second** by Aaron Brooks.

The motion was approved unanimously.

Motion by Aaron Brooks to approve the replacement of rear porch with a deck; **Second** by Tabor Halford.

The motion was approved unanimously with the following vote:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the garage as submitted; **Second** by Mitch Baroff. The voting went as follows:

Mitch Baroff: No
Aaron Brooks: Yes
Tabor Halford: No
Joan Koos: No
Emily Wilkins: No

The motion for approval of the garage as submitted failed 4-1.

Motion by Aaron Brooks to rescind original motion for the garage as submitted; **Second** by Mitch Baroff.

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the amended request for a garage of 575 square feet; **Second** by Joan Koos.

The motion was approved unanimously with the following vote:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the associated driveway as submitted; **Second** by Joan Koos.

The motion was approved unanimously with the following vote:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos

Emily Wilkins

NAYS None

Motion by Aaron Brooks to approve the deck as submitted; Second by Joan Koos.

The motion was approved unanimously with the following vote:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued.

*

Item No. 6, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since September 7, 2021 and consideration of six-month extension requests for expiring COAs.

- 904 Miller – Violation notice sent to property owner, who contacted staff and is weighing her options.
- 518 Chautauqua – COA issued 6/1/20, building permit issued August 2020, work has begun as of August 2021 and continues.
- 536 Chautauqua – COA issued 8/3/20. Work on garage and driveway is complete, and the fence is waiting to start.
- 1320 Classen – COA issued 3/1/21. Windows replaced correctly. Unapproved work on soffit was stopped by HPO, that work is in the middle of being replaced with original design. Rear porch was not built to the approved COA. Driveway and garage laid out incorrectly. Submitted site plan was incorrect. Stop work order issued after columns started to be painted. (COA to amend request submitted) Windows replaced correctly. Unapproved work on soffit was stopped by HPO, that work is in the middle of being replaced with original design. Rear porch was not built to the approved COA. Driveway and garage laid out incorrectly. Submitted site plan incorrect. Stop work order issued after columns started to be painted. COA reheard at tonight’s meeting.
- 620 Miller – COA issued 3/1/21. Work has not started on the shutters.
- 605 Okmulgee – COA issued 4/5/21. Construction almost complete.
- 519 S Lahoma – Construction underway.

6 month extension requests – None.

Administrative bypass requests – 549 S Lahoma: Replacement of 10 deteriorated historic and non-historic windows with wood one-over-one wood sashes.

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Item No. 7, being: Discussion of progress report regarding the FY 2021-2022 CLG Projects.

2021-2022 Certified Local Government Fund

\$ 150 National Alliance of Preservation Conference (NAPC) Dues

\$7,000 Commission Assistance and Mentoring Program (C.A.M.P)

Training for Commissioners

\$2,500 Planning Conference attendance for staff

\$ 600 Education Mailing

\$10,750 CLG Total allocation for 2021-2022

The Commission will have to watch the NAPC C.A.M.P. training together in person, and they chose the dates of November 9 and November 18 from 8:30am – 12:30pm.

Special meeting November 1 at 4pm for a SHPO training over the Secretary of the Interior Standards. *

Item No. 7, being: Consideration and recommendation to the City Council of the Draft Historic District Ordinance.

The ordinance will go before Planning Commission for approval in November, and City Council in December.

Discussion about clarification of addition guidelines. The guidelines might be brought back at the next meeting for discussion.

Motion by Aaron Brooks to recommend the draft Historic District Ordinance to City Council for approval: **Second** by Joan Koos.

There being no further discussion, a vote on the motion was taken with the following result:

YEAS Mitch Baroff
Aaron Brooks
Tabor Halford
Joan Koos
Emily Wilkins

NAYS None

Item No. 9, being: Historic District Commission Meeting Calendar for 2022.

The Commission would like to relocate the regularly scheduled meetings in Conference room D of Building A in 2022.

Item No. 10, being: Miscellaneous comments of the Historic District Commission and city staff.

None.

Item No. 11, being: Adjournment.

The meeting adjourned at 7:47 p.m.

Passed and approved this _____ day of _____, 2021.

Emily Wilkins, Chair
Historic District Commission

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING CHAPTER 22 (ZONING ORDINANCE), ARTICLE XI, SPECIFIC DISTRICT REGULATIONS, SECTION 429.3 IN DEFINITIONS DELETING CONSERVATION AND ADDING ORIGINAL, PERIOD OF SIGNIFICANCE, RELOCATION, SECRETARY OF THE INTERIOR STANDARDS OF HISTORIC BUILDINGS; EDITS FOR CONSISTENCY OR CORRECTIVE PURPOSES; ADDED WRITTEN DENIAL REQUIREMENT; ADDED SEVEN DAY NOTICE; EXTENDED TIME LIMIT OF COA FROM SIX MONTHS TO TWELVE MONTHS; RESTRUCTURED EXCEPTIONS TO ADMINISTRATIVE BYPASS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

* * * * *

§ 1. That, Section 429.3 of Chapter 22 of the Zoning Ordinance of the City of Norman, Oklahoma be amended as follows:

* * * * *

SEC. 429.3 - HD, HISTORIC DISTRICT

1. Description and Purpose. The Historic District Ordinance, hereinafter referred to as the "HDO", and its regulations may be applied to property located in any zoning district in accordance with the provisions of this Ordinance. The HDO is intended to be an overlay zoning district and the regulations imposed by such district shall be in addition to the regulations of the underlying zoning district applicable to the subject parcel.

The City of Norman hereby declares that the historical, architectural, cultural, and aesthetic features of the City represent some of the finest and most valuable resources of the City, and such resources are the embodiment of the heritage of the people of the City of Norman. Therefore, it is hereby declared that the purposes of this Ordinance, to be known as the Historic District Ordinance, shall be as follows:

* * *

- (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. (O-0910-12)

2. Definitions. As used in this chapter, unless the context otherwise requires, the following words or phrases have the meaning listed:

- (a) Addition – construction that increases the size of the original structure by building outside of the existing structure. Additions can be either horizontal or vertical.

- (b) Alteration – an act that changes one or more of the exterior architectural features of a structure or its appurtenances, including but not limited to the erection, construction, reconstruction, or removal of any structure or appurtenance.
- (c) Appropriate – typical of the historic architectural style, compatible with the character of the historic district, and consistent with the Preservation Guidelines of the City of Norman.
- (d) Architectural Resources - districts, structures, buildings, monuments, sites, or landscaping which possess local interest or artistic merit or which are particularly representative of their class or period, or represent achievements in architecture, engineering, or design.
- (e) Certificate of Appropriateness (COA) - the official document issued by the Historic District Commission approving any application affecting the exterior of any structure designated by the authority of this Ordinance for permission to construct, erect, demolish, remove, relocate, reconstruct, restore, or alter said structure.
- (f) Commission – The Historic District Commission of the City of Norman.
- (g) Compatible – means a design or use that does not conflict with the historical appearance of a building or district and does not require irreversible alteration.
- ~~(h) Conservation – the sustained use and appearance of a resource essentially in its existing state.~~
- (hi) Contributing Resource – means a resource—a building, site, or district—that retains its essential architectural integrity in design and whose architectural style is typical of or integral to a historic district.
- (ij) Elevation – an exterior wall of a structure. ~~(O-0910-12)~~
 1. *Front elevation* – the façade or face of a structure which is visible and prominent from a public right-of-way and which often has distinguishing architectural features. Structures on corner lots shall be considered to have two front elevations. No structure shall be considered to have more than two front elevations. ~~(O-0910-12)~~
 2. *Side elevation* – a wall adjacent to the front elevation that is usually visible from a public right-of-way. ~~(O-0910-12)~~
 3. *Rear elevation* – an elevation parallel to the front façade; the rear elevation usually includes the back door of the structure. ~~(O-0910-12)~~
 4. *Primary elevation* – the front or side elevation of a structure. ~~(O-0910-12)~~
 5. *Secondary elevation* – the rear elevation of a structure. ~~(O-0910-12)~~

- (jk) Façade – the front wall or face of a building. (~~O-0910-12~~)
- (kl) Historic District - a geographically definable area with a concentration or linkage of significant sites, buildings, structures, or monuments; or, an individual structure, building, site or monument which contributes to the cultural, social, political, or architectural heritage of the City of Norman.
- (lm) Historic Preservation Officer – the chief staff person responsible for historic preservation in the City of Norman’s Planning and Community Development Department.
- (mn) Historic Property - ~~the term shall mean~~ any individual structure, building, site or monument which contributes to the historic, architectural, archeological and/or cultural heritage of the City of Norman, Oklahoma as determined by the Historic District Commission.
- (no) Historic Resources - sites, districts, structures, buildings, monuments, major landscape features that represent facets of history in the locality, state or nation; places where significant historical or unusual events occurred; places associated with a personality or group important to the past.
- (op) Infill construction – construction on property between or adjacent to existing buildings.
- (pq) In kind – to replace existing materials or features with materials of identical ~~appearance~~ design, size, texture and/or composition. (see also: matching)
- (qr) Landmark – an individual structure, building, site, or monument that contributes to the historical, architectural, or archaeological heritage of the city.
- (rs) Matching – In historic rehabilitations, the use of replacement materials that are identical to the original in composition, size, shape, and profile. (see also: in kind)
- (st) National Register of Historic Places - ~~the term shall mean~~ the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.
- (tu) Non-Contributing Resource – A building, structure, or site that does not add to the historic significance of a property or district, and which detracts from the visual integrity or interpretability of an historic district.
- (uv) Ordinary Maintenance and Repair – Work meant to remedy damage or deterioration of a structure or its appurtenances, and which will involve no change in materials, dimensions, design, configuration, ~~color~~, texture or visual appearance to the exterior of

an historic structure. Ordinary maintenance and repair shall include, but is not limited to, painting and reroofing.

(v) Original – buildings, building materials or features that were present during the period of significance for the historic district.

(w) Period of Significance – the span of time during which a group of properties attained the significance that makes them eligible for designation as a historic district.

~~(xw)~~ Preservation – ~~shall mean~~ the adaptive use, conservation, protection, reconstruction, rehabilitation, or stabilization of buildings, districts, monuments, sites, or structures significant to the heritage of the people of Norman. The following terms further define types of preservation activities:

1. *Adaptive Use* – the restrained alteration of a historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way so as to maintain the historical and architectural character of the resource.
2. *Conservation* – the sustained use and appearance of a resource essentially in its existing state.
3. *Historic Rehabilitation* – the act or process of making a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historic, cultural or architectural values.
4. *Historic Reconstruction* – the act or process of duplicating the original structure, building form and materials by means of new construction based on documentation of the historic condition.
5. *Protection* – the security of a resource as it exists through the establishment of the mechanisms of this section.
6. *Restoration* – the process of accurately recovering all or a part of the form and details of a resource and its setting as it appeared at a particular period by means of the removal of later work and the replacement of missing earlier work.
7. *Stabilization* – the process of applying measures designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without changing the exterior appearance of the resource.

(y) Relocation – the movement or repositioning of a primary or accessory structure on its original site, or from one location to another.

(z) Secretary of the Interior Standards of Historic Buildings - A set of principles established in 1977 and amended periodically thereafter, by the Secretary of the Interior, who is responsible for all national preservation programs under Department of the Interior authority and for advising federal agencies on the preservation of historic properties listed or eligible for listing in the National Register of Historic Places. The Norman Historic District Commission utilizes the Secretary of Interior Standards as basis for developing the City of Norman Preservation Guidelines as well as for design review.

(aa*) Significant Characteristics -those characteristics that are important to or expressive of the historic or architectural quality and integrity of the resources and its setting and which include, but are not limited to building mass, building material, detail, height, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship.

1. *Building Mass* – describes the relationship of a building’s height to its width and depth.
2. *Building Materials* - the physical characteristics which create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.
3. *Detail* - architectural aspects which, due to particular treatment, draw attention to certain parts or features of a structure.
4. *Height* - the vertical dimension of a given structure, building or monument.
5. *Proportion* - the relative physical sizes within and between buildings and building components.
6. *Rhythm* - a discernible pattern of shapes including, but not limited to, windows, doors, projections, and heights, within a building, structure or monument, or a group of same.
7. *Setback* - the distance that a structure sets from the property line, typically the front or side property line.
8. *Scale* - the proportion of parts of a building, structure, or monument to one another and to the human figure.
9. *Setting* - the surrounding structures, monuments, and landscaping which establish the visual, aesthetic, or auditory qualities of the historic or architectural resources.
10. *Shape* - the physical configuration of structures or landscaping and their component parts.

11. *Street Accessories* - those sidewalk or street fixtures which include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping.

~~(bby)~~ State Historic Preservation Officer (SHPO) - ~~the term shall mean~~ the official within the State of Oklahoma who has been delegated and appointed by the Governor to administer the Historic Preservation Program in the State.

~~(ccz)~~ State Register of Historic Places - ~~the term shall mean~~ the State of Oklahoma list of districts, sites, buildings, structures and objects significant in state history, architecture, archeology, engineering and culture, maintained by the State Historic Preservation Officer, under the authority of 53 O.S., 1984 Supplement, Sections 351-355.

~~(ddaa)~~ Streetscape - the view along a street from the perspective of a driver or pedestrian, of the natural and man-made elements in or near the street right of way, including buildings and their relationship to street trees, lawns, landscape buffers, signs, street lights, above-ground utilities, drainage structures, sidewalks, bus stop shelters and street furniture.

~~(eebb)~~ Structure - anything constructed or erected, the use of which requires permanent location on the ground or which is attached to something having a permanent location on the ground. These include, but are not limited to, buildings, fences, walls, driveways, sidewalks and parking areas.

3. District Regulations. The following regulations shall be applicable to the HD, Historic District, and shall control the use of all properties within such district:

- (a) Any person responsible for a structure, building, landmark, or monument within a Historic District shall keep all of the exterior portions of such resources in good repair.
- (b) The erection, moving, demolition, removal, rehabilitation, reconstruction, restoration, or alteration of the exterior of any structure is prohibited unless a Certificate of Appropriateness (COA) is granted by the Historic Commission of the City of Norman, unless such Certificate is not required by Subsection 8. ~~(O-0910-12)~~
- (c) Changes to rear elevations do require a COA; however the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern day appurtenances. ~~(O-0910-12)~~

4. Permitted Uses. Property located within the HD, Historic District, may be used for only those purposes permitted within the zoning district in which such property is located, subject to compliance with all regulations imposed by such zoning district and subject to compliance with all provisions of the Article.

5. Historic District Commission

(a) Creation. There is hereby created an Historic District Commission of the City of Norman, Oklahoma. The Commission shall be composed of nine members in accordance with the following requirements: (~~O-0910-12~~)

- 1. Five of the members shall be owners of property in existing historic districts. At least three of these five members shall also reside in historic districts. (~~O-0910-12~~)
- 2. Two of the members shall be persons with specialized technical expertise in structural engineering, law, real estate, building construction, or similar fields. (~~O-0910-12~~)
- 3. Two of the members shall be persons with specific professional backgrounds in areas such as history, architecture, planning, landscape architecture, archaeology, or related fields. (~~O-0910-12~~)
- 4. Provided that all of the above criteria for membership composition are met, remaining Commission appointments may be filled by at-large Norman residents who have some demonstrated knowledge, experience, expertise or interest in historic preservation. (~~O-0910-12~~)

(b) Duties of Historic District Commission. Unless otherwise specified in this article, the duties of the Historic District Commission shall be as follows:

* * *

(d) Meetings and Rules of Commission. The Commission shall be empowered to adopt rules for the conduct of its business. The Commission shall elect a Chairman who shall serve for one year or until his/her success takes office, and who shall be eligible for reelection. All meetings of the Commission shall be open to the public. Any person, or his duly appointed representative, shall be entitled to appear and be heard on any matter before the Commission. The Commission shall keep a record of its proceedings, a copy of which shall be filed for public view in the office of the City Clerk.

(e) Quorum. A quorum shall consist of five members.

(f) Historic Preservation Officer. The Historic Preservation Officer is the City's representative to the Historic District Commission. He/she shall act in an advisory capacity only and may participate in the Commission's discussions but may not have a vote in any Commission decisions.

6. Historic District Designation.

(a) Procedure for Designation of Historic District. Historic District designation is an overlay to the Norman Zoning Ordinance. Either the Norman City Council or individual property owners or their authorized agents may recommend tracts and sites for inclusion within an ~~HD~~, Historic District, in the same manner prescribed for the designation of other zoning districts by this Code and subject to compliance with this section. Rezoning application fees in the case of Historic District designation shall be

waived, though applicants for Historic District status are still responsible for all other associated costs of district designation.

* * *

- (e) Notice of Consideration. Notice of consideration of a historic district designation by the Historic District Commission shall be the same as is required for consideration of the adoption or amendment of zoning district boundaries by the City Council. As a part of such notice, the Historic Preservation Officer shall notify the owners of record of affected properties by mail of the proposed designation and include a letter outlining the basis for the designation.

* * *

7. Certificates of Appropriateness.

- (a) Certificate of Appropriateness (COA) Required. A Certificate of Appropriateness shall be required in the following instances before the commencement of work upon any structure or site located within a HD, Historic District:
1. Whenever such work includes alteration to the exterior of any building, structure or site, including erection, moving, demolition, reconstruction, or restoration except when such work satisfies all the requirements for "ordinary maintenance and repair" as defined in section 2(u) ~~(t)~~ of this Ordinance.
 2. Whenever such work requires a building permit issued by the City.
 3. Whenever such work includes the construction or enlargement of a driveway or parking area.
- (b) General Provisions and Procedures for Certificates of Appropriateness: No building permit shall be issued by the City of Norman for any structure or site located within the HD, Historic District, until the application for such permit has been reviewed by the Historic District Commission and a Certificate of Appropriateness approved by the Historic District Commission.
- (c) Submitting COA Application Materials. When applying for a Certificate of Appropriateness, the applicant shall furnish copies of all detailed site and building plans, elevations, perspectives, material samples, and specifications, with sufficient detail to clearly illustrate the applicant's intent. Applicants may ~~are encouraged to~~ meet with the Historic Preservation Officer before submitting an application and may also request a meeting with the Historic District Commission before submitting an application in order to get feedback from the Commission on a forthcoming application. Applicants may also consult with the Historic Preservation Officer as needed during the review of the ~~Certificate of Appropriateness (COA)~~ application. Incomplete applications will not be forwarded to the Commission for review. ~~(O-0910-12)~~

- (d) Historic District Commission Review. Upon receipt of the application for a Certificate of Appropriateness, the Historic District Commission shall determine whether the proposed work is of a nature which will adversely affect any historical or architectural resource and whether such work is appropriate and consistent with the spirit and intent of this Ordinance and the Preservation Guidelines. The Historic District Commission shall apply the criteria established by this Ordinance and the Preservation Guidelines and based thereon shall approve or disapprove requests for Certificates of Appropriateness. 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. Article 10 establishes the process for appealing decisions of the Historic District Commission.
- (e) Development of Preservation Guidelines. The Historic District Commission shall develop such guidelines as it may find necessary to supplement the provisions of this Ordinance and to inform owners, residents, and the general public of those techniques which are considered most appropriate for undertaking work relating to historical and architectural resources. The Historic District Commission shall have the opportunity to advise the City Council concerning provisions in the building, electrical, plumbing, heat and air and housing codes and other codes which affect preservation work.
- (f) Infill Construction. In the case of new or infill construction in Historic Districts, it is not the intent of this Ordinance to limit new construction to any one period or architectural style, but to preserve the overall integrity of Historic Districts and architectural resources and to ensure that new construction is compatible with existing historic and architectural resources.
- (g) In the case of denial of plans by the Historic District Commission, the Commission shall state in writing the reasons for such denial and may include suggestions of the Commission in regard to actions the applicant might take to secure the approval of the Commission.
- (hg) Archaeological Resources. With regard to the development of a property containing a designated archeological resource, a Certificate of Appropriateness shall be required prior to the issuance of the permit for which the applicant has applied; and further, the following requirements shall be satisfied:
- * * *
- (ih) Compliance with COA. The Historic District Commission may approve Certificates of Appropriateness subject to certain conditions to be stated in writing. Work performed pursuant to the issuance of a Certificate of Appropriateness shall conform to the conditions of such certificate, if any. It shall be the duty of the Historic Preservation Officer of the City of Norman to inspect from time to time any work performed pursuant to a Certificate of Appropriateness to assure such compliance. In the event that such work is not in compliance, the Historic Preservation Officer shall issue a stop work order. The Historic District Commission may request by resolution that the

Historic Preservation Officer inspect work at a particular location and, if found to be non-compliant, issue a stop work order.

- (j) COA Application Requirements and Procedures, property owners, developers or agents applying for a Certificate of Appropriateness shall be required to submit the following as applicable:

* * *

2. Required Procedures for Certificate of Appropriateness:

* * *

[b] Notification of Affected Property Owners: All recorded property owners immediately adjacent to or directly across the street or alley in any direction from the subject property shall be notified of an application for a Certificate of Appropriateness. This notice, as provided by the Historic Preservation Officer, shall contain adequate information to notify adjacent property owners of the specific request of the applicant for a Certificate of Appropriateness, as well as the time, date, and place of the meeting of the Historic District Commission at least seven (7) days before the hearing. In addition, the Historic Preservation Officer shall post a sign in the yard of the subject property at least seven (7) days before the hearing ~~that shall include the specific request of the applicant for a Certificate of Appropriateness, as well as the time, date, and place of the meeting of the Historic District Commission.~~ The sign shall be removed ten (10) days after the application is reviewed.

* * *

[h] Resubmitting of an Application: If the Historic District Commission determines that a Certificate of Appropriateness should not be issued, a new application may be submitted on the proposed construction, rehabilitation, reconstruction, alteration, restoration, or moving, only if substantive change is made to the original plans for the proposed work. In such a case, applicants will be required to submit a new application with all supporting documentation, including the payment of another \$75 application fee and a certified list of adjacent property owners. Reapplication fees may be waived when the Commission denies a request for COA due to incomplete application information.

* * *

[j] Time Limits of Certificate of Appropriateness: A Certificate of Appropriateness issued by the Historic District Commission shall become null and void if construction, reconstruction, alteration, restoration, moving or demolition is not

commenced within twelve (12) ~~six (6)~~ months of the date of issuance. An extension of time for the Certificate of Appropriateness, not to exceed six (6) months, may be granted by the Historic District Commission upon review, provided application for such extension is submitted in writing prior to expiration of the Certificate of Appropriateness.

3. Review Criteria. The Historic District Commission shall have responsibility for reviewing requests for Building and Demolition permits for designated historic structures within any area designated as a historic district, and for issuing or denying Certificates of Appropriateness for such requests. The purpose of this Section to specify for Historic District Commission members policies and criteria that they shall follow in reaching decisions on matters relative to such changes.

Review criteria, procedural policies and consequences of decisions will extend beyond the tenure of any Historic District Commission members. It is essential that policies be based on consistency and basic preservation guidelines. Highest priority should go to the preservation and restoration of historically and architecturally significant structures and sites that express the unique characteristics of the particular periods in which they were built.

- [a] Preservation Guidelines. In addition to the above-mentioned criteria, the Historic District Commission shall use specific Preservation Guidelines which shall be prepared by the Commission to outline and describe the evaluation criteria used in assessing the appropriateness of proposed project work within the designated Historic Districts. These Preservation Guidelines shall be prepared and periodically amended by Historic District Commission action as part of the regular duties of the Commission and shall be adopted by the Commission prior to their application in the review process.

- [b] Secretary of the Interior Standards. The Historic District Commission shall utilize those criteria in "Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (Revised 2017 ~~1983~~)." The Standards are as follows:

* * *

89. Exceptions to Certificate of Appropriateness

A Certificate of Appropriateness shall not be required under the following conditions:

- (a) No exterior changes. No COA is required for any work affecting the exterior of a structure that does not alter the character of the exterior appearance of the resource; or for any work for which a building permit or any other City permit or certificate is not required for any work where the purpose of such work is stabilization and/or ordinary maintenance and repair. The painting or repainting of any structure shall be considered ordinary maintenance and repair, regardless of color.

- (b) Meets All Requirements for Ordinary Maintenance and Repair. ~~See Section 2t for definition of ordinary maintenance and repair.~~ Any work not satisfying all of the requirements for ordinary maintenance and repair as defined in Section 2(u), shall not be considered ordinary maintenance and repair. The construction or enlargement of a driveway or parking area shall not be considered ordinary maintenance and repair.
- (c) Interior Changes Only. Any work affecting the interior of a structure for which a building permit or any other City permit or certificate is required but which does not alter the exterior appearance of the structure does not require a Certificate of Appropriateness.
- (d) Administrative Bypass for the Certificate of Appropriateness. A Certificate of Appropriateness may be granted by the Historic Preservation Officer or authorized designee ~~for the following:~~ as listed in the current edition of the Historic District Guidelines. The Historic Preservation Officer shall inform the Historic District Commission of Administrative Bypass actions at its next regular meeting. If a request for Administrative Bypass is denied by the Historic Preservation Officer, the applicant shall have the right to submit an application for a Certificate of Appropriateness to the Historic District Commission to be reviewed at its next regularly scheduled meeting time in order to request formal action regarding approval or denial of the Certificate of Appropriateness. All application fees and requirements shall apply.
- ~~1. Installation of storm windows or storm doors~~
 - ~~2. Roofing or reroofing of any structure with materials that are very similar in appearance and composition, regardless of color, provided the building is not structurally altered during the roofing or reroofing process.~~
 - ~~3. The Historic Preservation Officer shall inform the Historic District Commission of Administrative Bypass actions at its next regular meeting. If a request for Administrative Bypass is denied by the Historic Preservation Officer, the applicant shall have the right to submit an application for a Certificate of Appropriateness to the Historic District Commission to be reviewed at its next regularly scheduled meeting time in order to request formal action regarding approval or denial of the Certificate of Appropriateness. All application fees and requirements shall apply.~~

89. Demolitions.

- (a) General Provisions. No structure or resource within any Historic District shall be demolished and/or removed unless such demolition has been reviewed by the Historic District Commission and a Certificate of Appropriateness for such demolition and/or removal has been granted.
- (b) Procedure and Postponement Orders

1. The Historic District Commission shall hold a public hearing for the purpose of considering Certificates of Appropriateness for demolition or removal. After such hearing, the Historic District Commission may approve the Certificate of Appropriateness authorizing the demolition or may enter an order postponing demolition for up to ninety (90) days.
 2. At the conclusion of such period of postponement as specified in the Historic District Commission's order, the Commission shall within forty-five (45) days thereafter hold a second public hearing to consider whether or not to recommend to the City Council that additional postponement of demolition be ordered.
 3. In the event that the Historic District Commission recommends additional postponement to the City Council, the City Council shall hold a public hearing for the purpose of considering additional postponement of demolition.
 4. After such public hearing, the City Council may enter an order approving the demolition or may enter an order postponing demolition for an additional period not to exceed sixty (60) days from the date of such order. At the conclusion of this final postponement period, the City Council shall hold a public hearing and may either approve the requested demolition or may disapprove such requested demolition. In the event demolition is not approved, no demolition shall occur. For purposes of this Ordinance, the word "demolition" shall include "removal."
- (c) Criteria for Review of Demolitions. The Historic District Commission and City Council shall be guided by the following criteria in considering Certificates of Appropriateness and authorizations for demolition or removal of structures or sites within the Historic District:
1. The purposes and intent of this Ordinance.
 2. The degree to which the proposed removal of the historical resource would damage or destroy the integrity and continuity of the Historic District of which it is a part.
 3. The nature of the resource as a representative type of style of architecture, a socioeconomic development, a historical association, or other element of the original designation criteria applicable to such structure or site.
 4. The condition of the resource from the standpoint of structural integrity and the extent of work necessary to stabilize the structure.
 5. The alternatives available to the demolition applicant, including:
 - [a] Donation of the subject structure or site to a public or benevolent agency.
 - [b] Donation of a part of the value of the subject structure or site to a public or benevolent agency, including the conveyance of historical easements.

- [c] The possibility of sale of the structure or site, or any part thereof, to a prospective purchaser capable of preserving such structure or site.
 - [d] The potential of such structure or site for renovation and its potential for continuing same.
 - [e] The potential of the subject structure or site for rezoning in an effort to render such property more compatible with the physical potential of the structure.
6. The ability of the subject structure or site to produce a reasonable economic return on investment to its owner; provided however, that it is specifically intended that this factor shall not have exclusive control and effect, but shall be considered along with all other criteria contained in this Section
10. Appeals.
- (a) Any person aggrieved by a decision of the Historic District Commission, excluding postponements as defined in Section 8(b) (1-4), shall have such right of appeal to the Board of Adjustment within ten (10) days from the decision of the Historic District Commission. (~~O-2021-31~~)
 - (b) Aggrieved persons must exhaust all administrative processes before any appeal is valid.
11. Penalty.
- (a) Any person, firm or corporation who violates any provision of this Ordinance shall, upon conviction, be punished by a fine as provided for in Section 440.3(a) of this chapter. A violation exists whenever there is a performance of an act which is prohibited by the provisions of this Ordinance, or a failure to perform an act which is required by this Ordinance. Each day this Ordinance is violated shall be considered a separate offense. (~~O9900-11; O-0405-26~~)
 - (b) In case any building or structure is erected, constructed, externally reconstructed, externally altered, added to or demolished in violation of this Ordinance, the City or any person may institute an appropriate action or proceeding in a court with competent jurisdiction to prevent such unlawful erection, construction, reconstruction, exterior alteration, addition or demolition, and the violating party shall pay all court costs and expenses, including reasonable attorney's fee, if the court should find in favor of the City or persons suing on behalf of the City to enforce this Ordinance.
12. City Council Approval of Revisions to Preservation Guidelines. (~~O-0708-35~~)
- (a) Upon receiving or drafting a proposed revision of the Preservation Guidelines, the Historic District Commission shall submit said revisions to the City Council along with a recommendation for approval or disapproval. Said report shall outline efforts made

to gather community input from residents of the Historic District as well as summarize such input. (~~O-0708-35~~)

- (b) Upon City Council receiving said revisions, City Council shall have the duty to review proposed revisions and vote to either approve or disapprove the inclusion of the revisions in the Preservation Guidelines during the next available City Council meeting. The effective date of any approved revisions shall be thirty (30) days from the date the City Council vote on the proposed revisions is recorded. (~~O-0708-35~~)

* * * * *

§ 2. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

ADOPTED this ____ day
of _____, 2022.

NOT ADOPTED this ____ day
of _____, 2022.

Mayor

Mayor

ATTEST:

City Clerk