



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, August 07, 2023 at 5:30 PM

## AGENDA

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, 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.*

### ROLL CALL

### MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF JUNE 5, 2023.

### CERTIFICATE OF APPROPRIATENESS REQUESTS

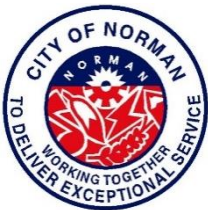
2. HD (23-23) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 521 MILLER AVENUE FOR THE REPLACEMENT OF METAL WINDOWS WITH METAL WINDOWS OF A DIFFERENT PANE CONFIGURATION ON A NON-ORIGINAL ACCESSORY STRUCTURE.
3. HD (23-24) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 518 SHAWNEE STREET FOR THE REPLACEMENT OF NON-ORIGINAL WOOD WINDOWS WITH WOOD COMPOSITE WINDOWS ON THE REAR OF THE NON-CONTRIBUTING PRINCIPAL STRUCTURE.
4. HD (23-26) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 930 MILLER AVENUE FOR THE ALLOWANCE FOR EGRESS EITHER BY: **OPTION 1** – THE ADDITION OF AN EXTERIOR DOOR ON THE EAST WALL OF THE GARAGE; AND/ OR **OPTION 2**- THE ENLARGEMENT OF AN EXISTNG WINDOW OPENING ALONG WITH REPLACEMENT OF THE WINDOWS LOCATED ON THE EAST WALL OF THE GARAGE.

### REPORTS/UPDATES

- [5.](#) STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JUNE 5, 2023.
- [6.](#) DISCUSSION OF PROGRESS REPORT REGARDING FYE 2023-2024 CLG GRANT PROJECTS.

## **MISCELLANEOUS COMMENTS**

## **ADJOURNMENT**



# CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069  
Monday, June 05, 2023 at 5:30 PM

## MINUTES

*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.*

Chair Emily Wilkins called the meeting to order at 5:31p.m

### A. Roll Call

#### PRESENT

Commissioner - Vice Chair Barrett Williamson  
Commission - Chair Emily Wilkins  
Commissioner Mitch Baroff\*  
Commissioner Michael Zorba  
Commissioner Shavonne Evans  
Commissioner Taber Halford  
Commissioner Sarah Brewer

A quorum was present.

\*Commissioner Mitch Baroff arrived at 5:36 p.m.

#### STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney  
Whitney Kline, Administrative Technician III  
Amanda Stevens, Development Center Coordinator

#### GUESTS

MaryBeth Smith, 10115 S Maplewood, Tulsa, OK  
Ryan Hauser, 904 Classen Blvd, Norman, OK

### B. Minutes

1. Approval of the Minutes from the April 3, 2023 Regular Meeting.

**Motion** by Michael Zorba for approval of the minutes from the April 3, 2023 regular meeting;  
**Second** by Sarah Brewer.

***The motion was passed unanimously with a vote of 6-0. Minutes from the previous meeting were approved.***

\*

### C. Certificate of Appropriateness Requests.

2. **HD (23-07) Consideration of Certificate of Appropriateness request located at 607-609 S. Lahoma Avenue for the following proposed work:**

**a. replacement of non-approved vinyl windows with wood windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period.**

**Motion** by Shavonne Evans to approve Item 2a. Replacement of non-approved vinyl windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period, as submitted; **Second** by Barrett Williamson.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the applicant came to the March meeting requesting to retain the vinyl windows which she had replaced the original wood windows with.
- The applicant reviewed an estimate from a contractor, Restor, with how much it would cost to replace wood windows.
- Ms. Starr pointed out that staff has a concern with the proposed time frame as supply demands and contractors often fluctuate over the years.
- Sarah Brewer asked if they were to sell the house within the timeframe proposed, if the requirement for window replacement would stay with the house. Ms. Starr stated that the window replacement requirement would stay with the property.

The property owner, MaryBeth Smith, discussed the project:

- MaryBeth Smith stated that when she bought the house, she was not notified that she was in a Historic District.
- Ms. Smith stated that they saved for 5 years to replace the windows. She hopes to be able to save over the next 5 years again, to pay for the wood window installation.
- Commissioner Williamson asked why the vinyl window estimate was for 22 windows and the wood window estimate is only 20? Ms. Smith stated that it was because 2 windows were: "grandfathered" in, as they had been previously replaced some years ago.
- Commissioner Wilkins requested an amendment the motion to ensure that it states the windows are to be 6/1 pane configuration.

There were no public comments.

Commission Discussion:

- Commissioner Williamson wondered if approving the applicant's request would set a precedence for future requests. He feared that in the future the Commission would have to grant 5 years for future similar requests.
- Commissioner Brewer stated she would be more comfortable with 3 years instead of 5 years. Multiple Commissioners expressed agreement with this time frame.
- Commissioner Evans stated that she pulled up the applicant's disclosure and that it showed the Historic District status of the property was not disclosed.

**Motion** by Shavonne Evans that we amend the motion with 6/1 windows and the front windows to be replaced in the first year; **Second** by Michael Zorba.

***The motion was passed with a vote of 6-1. Commissioner Williamson voted no.***

**Motion** by Shavonne Evans to approve as amended; **Second** by Michael Zorba.

***The motion was passed with a vote of 6-1. Commissioner Williamson voted against the motion.***

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**3. HD (23-20) Consideration of Certificate of Appropriateness for the property located at 904 Classen Boulevard for the following proposed work:**

**a. replacement of all windows with aluminum-clad wood windows;**

**Motion** by Barrett Williamson to approve Item 3a. Replacement of all windows with aluminum-clad wood windows, as submitted; **Second** by Mitch Baroff.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the Guidelines discourage people from replacing wood windows but this is non-contributing structure.
- Ms. Starr also stated that with all the different additions and window configurations, it is difficult to determine the original window configuration.
- The Commission discussed the various windows to try to determine which ones could possibly be the original window configuration.

The property owner, Ryan Hauser, discussed the project:

- Ryan Hauser reviewed the windows and the additions.
- Commissioner Wilkins asked if there were any original windows that he knows of. Mr. Hauser stated there might be a couple on the south side of the house.
- Ms. Starr pointed out to the Commissioners that the structure is a non-contributing and the Commission has some flexibility.

There were no public comments.

## Commission Discussion:

- Commissioner Brewer asked if the divided lights were in-between the windows or applied to the glass? Mr. Hauser stated they are a grid on the inside of the house that makes it look divided.
- Commissioner Williamson asked if we can just amend the application to say keeping the configurations of the original windows.
- Commissioner Williamson asked if we could postpone until the applicant does a few more research. The Commission agreed.
- Commissioner Halford asked if the applicant to provide better pictures of the south side of the structure when he returns to the Commission with this request.

**Motion** by Barrett Williamson to remove the motion on the floor; **Second** by Sarah Brewer.

***The motion was passed unanimously with a vote of 7-0.***

**Motion** by Barrett Williamson to postpone Item 3a; **Second** by Sarah Brewer.

***The motion was passed unanimously with a vote of 7-0.***

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**b. restoration of columns on front of the house;**

**Motion** by Shavonne Evans to approve Item 3b. Restoration of columns on the front of the house, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated the applicant is proposing to add brick bottoms and to make the top wood tapered columns.
- Ms. Starr indicated that the Commission would need to determine if the proposed restoration of the columns is compatible with the style of house and the surrounding District.

The property owner, Ryan Hauser, discussed the project:

- Mr. Hauser stated they are tapered columns and that he can see the columns inside the house.
- He clarified that he isn't sure what is on the bottom section of the exterior columns and house, as the metal siding still covers the house.
- Commissioner Wilkins asked if he would be willing to amend his application to say that whatever is under the siding he would replace with same material. Mr. Hauser stated that was fine, he indicated that it is just a mystery of what is under the siding is difficult to determine.
- Mr. Hauser stated he would like to create some architectural changes but if the Commission wants him to keep it the same he will.

There were no public comments.

## Commission Discussion:

- Commissioner Williamson stated it would be best if the applicant would do some additional research before the Commission reviews and approves.

**Motion** by Shavonne Evans to withdraw the current motion; **Second** by Barrett Williamson.

***The motion was passed unanimously with a vote of 7-0.***

**Motion** by Michael Zorba to postpone Item 3b; **Second** by Sarah Brewer.

***The motion was passed unanimously with a vote of 7-0.***

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**c. removal of secondary front door on the front porch;**

**Motion** by Barrett Williamson to approve Item 3c. Removal of secondary front door on the front porch, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated there is an additional door on the front porch that was more than likely installed with the enclosure of the front porch.
- Ms. Starr stated 2 front doors is not a typical configuration seen on this style of house.

There was no applicant presentation.

There were no public comments.

Commission Discussion:

- The Commissioners indicated no issues with removing a non-original front door.

***The motion was passed unanimously with a vote of 7-0.***

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**d. addition of wooden brackets on gables;**

**Motion** by Taber Halford to approve Item 3d. Addition of wooden brackets on gables, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that wooden brackets are seen in the neighborhood but cautioned that the Commission would need to consider if this would be creating a false sense of history.

There was no applicant presentation.

There were no public comments.

## Commission Discussion:

- Commissioner Halford stated that when he removes the siding he will be able to tell if there were brackets before and if there he was he can reinstall, otherwise he cant.
- Commissioner Brewer agreed with this as well.
- Commissioner Wilkins stated she is good either way since this is non-contributing structure.

***This motion passed with a vote of 6-1, with Commissioner Brewer voted against the motion.***

\*

**e. installation of new front door and side lights.**

**Motion** by Sarah Brewer to approve Item 3e. Installation of new front door and side lights, as submitted; **Second** by Mitch Baroff.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Ms. Starr stated that the applicant owns a dog with anxiety issues associated with storms and has broken both side lites and the windows in the door.
- Ms. Starr mentioned that for the safety of his dog the applicant is requesting to replace the existing door with a door and side lites that do not contain windows in the lower sections.

The property owner, Ryan Hauser, discussed the project:

- Mr. Hauser stated that not only for the safety of his dog but also for privacy reasons he would like to remove the windows on the side and replace the existing door with a wood door.
- Commissioner Halford believes that the front door is original and is not comfortable with approving the removal of the door.
- Commissioner Williamson mentioned he could add frosted window glass as well as poly carbonate to the inside of the side lites to help with privacy as well as preventing the dog from breaking the window.

There were no public comments.

The motion was denied with a vote of 2-5. Commissioners Halford, Brewer, Williamson, Wilkins, and Zorba all voted against the motion.

**D. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since April 3, 2023.**

- 518 Chautauqua Ave: Work is nearing completion. No exterior progress apparent since April meeting on the addition however, the swimming pool under construction.
- 518 S Lahoma: Work complete. Updated photos shown.
- 549 S Lahoma: There is a final hearing tomorrow (June 6, 2023) for the appeal process.
- 506 S Lahoma Ave: Construction continues. Updated photos shown.

- 434 College Ave: Work complete. Updated photos shown.
- 720 S Lahoma Ave: Work has not started. Building permit for interior work has been issued. No exterior progress apparent since the March meeting.
- 610 Miller Ave: Work has not started. Flat top roof installed. Property owner is addressing the leaning chimney prior to rebuilding the parapet wall. No change since the March meeting.
- 412 Chautauqua Ave: Work complete.
- 514 Miller Ave: No change since March meeting. Work has not started.
- 640 E Boyd St: Work in progress. Removal of metal siding complete. Cement siding almost completely installed. Carport removed.
- 617 Chautauqua Ave: Siding is complete.
- 904 Miller Ave: Demo & new construction building permits issued. Demolition complete.

#### **Administrative Bypass issued since April 3, 2023:**

- 518 S. Lahoma Ave – 4' front and side yard fences, - still under 300 sq. ft.
- 640 E. Boyd St. – Replacement of deteriorated vinyl windows with wood windows to match the rest of the original house, replacement of front door with compatible wood front door.
- 520 Macy St. – Installation of swimming pool, accessory structure less than 120 sq. ft., 4' wrought iron fence and 4' wood fence.
- 904 Classen Blvd – Replace back entrance stairs and wood pergola.
- 506 S Lahoma Ave – Replacement of front door with compatible wood front door.

#### **E. Discussion of progress report regarding FY 2022-2023 CLG Grant Projects.**

##### **PROJECT1: Educational Training**

\$1,500 budget/\$440 spent/\$1060 left.

Funds expended on staff attending a virtual American Planning Association Conference and the OU Placemaking Conference this spring.

**PROJECT 2: Memberships Dues for NAPC - \$150 budget/Spent \$150.** Memberships for staff and Commission renewed in May.

##### **PROJECT 3: Historic Walking Tour Mobile App**

\$5,500 budget/\$2,100 spent/\$2,866 left

Tour App built, staff proofing and working with SHPO. Final invoice of approx. \$2,400 will be due by the end of June.

##### **PROJECT 4: Quarterly Education Postcard**

\$1,500 budget plus supplies of \$500/Spent \$1,820

Fall Mailing completed.

Spring Mailing went out in April & second mailing in May invited property owners to a virtual meeting set for June 12, 5-6 pm

**Total Budget CLG Funds - \$8,650 budget. Approximately \$2,000 left in CLG funds from other projects.** The remaining funds will be used to print additional Historic Norman Coloring books for 4<sup>th</sup> of July Celebration, Parks Recreation Center, and Visit Norman office.

#### **F. Miscellaneous comments of the Historic District Commission and City Staff.**

- Anais Starr reminded the Commissioners of the Zoom Community Historic District Meeting on the June 12<sup>th</sup>.

- Michael Zorba mentioned that Anais Starr will present at the Norman Board of Realtors Coffee Talk on June 8<sup>th</sup>.

Item 1.

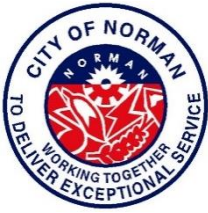
## **G. Adjournment**

**The meeting was adjourned at 7:37 p.m.**

**Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

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Emily Wilkins, Chair  
Historic District Commission



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 08/07/2023

**REQUESTER:** KRISTI AND JOHN PATE, OWNER

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** HD (23-23) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 521 MILLER AVENUE FOR THE REPLACEMENT OF METAL WINDOWS WITH METAL WINDOWS OF A DIFFERENT PANE CONFIGURATION ON A NON-ORIGINAL ACCESSORY STRUCTURE.

### Property History

#### Historical Information

#### **2004 Miller Historic District Nomination Survey Information:**

**521 South Miller Avenue.** Ca. 1919. Bungalow/Craftsman. This contributing, two-story, weatherboard, single dwelling has a brick foundation and an asphalt-covered, front-gabled roof. The wood windows are vertical, four-over-one, hung, and the wood door is glazed paneled with wood and glass sidelights. The full-width porch has an asphalt-covered, side-gabled roof supported by full red brick piers with a wood railing. Other exterior features include an eave wall, red brick chimney and a porte cochere, both on the north side. Decorative details include triangular knee braces, exposed rafters, double and triple windows and decorative wood shutters. See below for description of rear garage/apartment.

**519 A & B South Miller Avenue.** Ca. 1960. No Distinctive Style. This noncontributing, two-story, Masonite-sided, garage/apartment has a concrete foundation and an asphalt-covered, side-gabled roof. The aluminum windows are two-over-two hung and the wood door is flush. There is a shed roof over the entry and a large second floor landing. Decorative details include exposed rafters. The building is noncontributing due to insufficient age.

#### **Sanborn Insurance Maps**

The primary structure is indicated in its present location on the 1925 and 1944 Sanborn map. The existing secondary accessory structure is not shown on either map, indicating that it was erected sometime after 1944.

#### **Previous Actions**

**August 6, 2001** - A COA was granted for installation of a swimming pool.

**February 7, 2022** - A COA was granted for the for a second floor addition with an extension of the porte cochere below.

**February 6, 2023** - A COA by Administrative Bypass was granted for replacement of an existing 6' stockade fence, on the north side of the house, with 4' wrought iron fence.

**Request – COA for the replacement of all metal windows with metal windows of a different pane configuration on a non-original accessory structure;**

**Description**

The applicant is seeking to replace the metal windows on the accessory structure that were damaged in the October 2021 hail storm. The applicant would like to replace the two-over-two metal windows with one-over-one metal windows. The applicant were not able to find metal windows that were two-over-two and decided to match the wood windows in the bottom part of the accessory structure which are one-over-one.

**Reference - Historic District Ordinance**

**36-535.c.2.g.3.** *Reviewing non-contributing structures. Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.*

**Reference - Preservation Guidelines**

**Windows**

**3.11 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.*

**3.12 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 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 where 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.

## Staff Comments

Additions and renovations over the years to this accessory structure have resulted in the structure having two types of windows: metal two-over-two windows and wood one-over-one windows. The *Historic Preservation Guidelines* allow for the replacement of windows in-kind. However, the existing metal windows are probably from the 1970s or 1980s, and the exact window pane configuration is not available in today's market.

Given that the metal windows are not historic windows nor is the accessory structure contributing to the Miller District, and the proposed one-over-one window pane configuration is a style seen in the neighborhood, it seems the proposed metal windows meet the *Guidelines*.

The Commission would need to determine if the proposed replacement of windows on this non-contributing accessory structure with metal one-over-one metal windows would be a compatible alteration for this property and the District as a whole.

**Commission Action:** Consideration of approval, rejection, amendment, and/or postponement Certificate of Appropriateness for the property located at 521 Miller Avenue for the replacement of metal windows with metal windows of a different pane configuration on a non-original accessory structure.

**Staff Only Use**

Item 2.

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

HD Case #: 23-23

Date: 6/1/23

Received by: AIS/WK

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

**Address of Proposed Work:** (521) 519 A+B Miller Ave

**Applicant's Contact Information:**

Applicant's Name: John + Kristi Pate

Applicant's Phone Number(s): 405-420-2515

Applicant's E-mail address: patesace@cox.net

Applicant's Address: 521 Miller Ave

Applicant's relationship to owner: ☐ Contractor ☐ Engineer ☐ Architect

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

Owner's Name:

Owner's Phone Number(s):

Owner's E-mail:

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

1) 12 aluminum windows to be replaced with new

2) aluminum windows.

3)

4)

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

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

**Property Owner's Signature:** John Pate

**Date:** 5/30/23

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

**Authorized Representative's Printed Name:**

**Authorized Representative's Signature:**

**Date:**

LOCATION: Apartments 519A & B located behind 521 Miller Ave

There are 4 windows to be replaced on the first floor.

There are 8 windows to be replaced on the second floor.

Current windows are aluminum and will be replaced with aluminum. (see attached)

**Series 8100**

.37

.21

Item 2.

**DYC Series 8200/8800 Single Hung Air Infiltration Performance**

The DYC Series 8200/8800 single hung thermally-broken aluminum windows have a remarkably low air infiltration rate of .03 CFM. This is FIVE times more airtight than the industry average of residential vinyl windows. Posted data from our competitors' websites show air infiltration rates for vinyl windows from .11 CFM to .21 CFM. It would take FIVE DYC 8200/8800 Series windows to leak as much air as ONE of the typical residential vinyl windows.

Our 8200/8800 Series windows are SEVEN times more airtight than the industry average of residential wood windows. Posted data from wood window websites show air infiltration rates from .12 CFM to .30 CFM. It would take SEVEN DYC 8200/8800 Series windows to leak as much air as one typical residential wood window.

Our ECO-BAN double weather-stripped interlock and sash coupled with double bulb seals at the sill make this DYC window extremely airtight. Excessive air infiltration contributes to heat gain/heat loss that can result in higher energy costs for homeowners. Selecting windows with low air infiltration rates like our 8200/8800 Series can help reduce home energy costs as well as reduce pollens, dust and other pollutants.



white

**More Information**

- [Brochure](#)
- [High Efficiency Series 8200](#)
- [Residential Warranty](#)
- [Eco-Ban Brochure](#)
- [Bettervue® Screen Brochure](#)
- [TDI Report Series 8200/8800](#)
- [TDI Report Series 8300](#)
- [NFERC Report](#)

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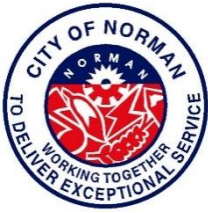
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## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 08/07/2023

**REQUESTER:** CARTER MERKLE, OWNER

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** HD (23-24) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 518 SHAWNEE STREET FOR THE REPLACEMENT OF NON-ORIGINAL WOOD WINDOWS WITH WOOD COMPOSITE WINDOWS ON THE REAR OF THE NON-CONTRIBUTING PRINCIPAL STRUCTURE.

### **Property History**

#### **Historical Information**

#### **2014 Southridge Historic District Nomination Survey Information:**

**518 Shawnee.** Ca 1939. Modern Movement: Minimal Traditional. This non-contributing, one-story, vinyl sided structure one-story, single dwelling has a moderate pitched, asphalt covered, cross gabled roof and a concrete foundation. The wood windows are six-over-six and eight-over-eight hung with storms. The entry porch is uncovered and has concrete steps. The non-original attached single car garage is on the east side of the façade and has a single paneled overhead door. The porte cochere on east side infilled and converted to single- car garage after 2001.

#### **Sanborn Insurance Maps**

This section of Southridge Addition does not appear on the Sanborn Insurance Maps.

#### **Previous Actions**

**July 17, 2022** - A COA by Administrative Bypass was granted for the replacement of wood windows with wood composite windows on the rear of the structure.

**Request: COA for the replacement of non-original wood windows with wood-composite windows on the rear of the non-contributing principal structure.**

#### **Project Description**

The applicant is seeking to improve the exterior of the house by replacing rotting wood windows with a more durable wood composite windows. He wishes to replace the windows on a rear addition in the house with wood composite windows that have the same pane configuration as the existing windows. The windows and the addition are not original to the house.

#### **Reference - Historic District Ordinance**

**36-535.c.2.g.3. Reviewing non-contributing structures.** Non-contributing structures should be controlled only to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alteration, additions, signs, site work and related activities.

## Reference - Preservation Guidelines

### Windows

#### 3.11 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.

#### 3.12 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 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 where 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.*

### **Staff Comments**

The *Historic Preservation Guidelines* allow the Historic Preservation Officer to approve window replacement in-kind with the same material, size, and window pane configuration. In this case, the existing windows to be replaced are non-original wood windows, therefore, staff is was unable to approve the replacement.

The applicant would like to replace the existing wood windows on the rear of the house in a non-original addition on this non-contributing house. He is proposing wood composite due to the significant exposure to the elements that this side of the house receives. It should be noted that this house, while built in the period of significance for the Southridge Historic District, has little historic integrity left due to exterior alterations as indicated in the historic survey above.

The *Historic Preservation Guidelines* encourage the retention of wood windows. However, the *Guidelines* also allow for alternative replacement windows on the rear of structures and for non-contributing structures on a case-by-case basis. It seems reasonable to allow the applicant to replace the modern-day wood windows with wood composite windows on the rear and side of this non-contributing house.

The Commission would need to determine if wood composite window replacements on this non-contributing structure is compatible alteration for this property and the District as a whole.

**Commission Action:** Consideration of approval, rejection, amendment, and/or postponement of (HD 23-24) for the property located at 518 Shawnee Street for the replacement of all non-original wood windows with wood composite windows on the rear of the non-contributing principal structure.

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

Staff Only Use

HD Case #:

Date:

Received by:

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

**Address of Proposed Work:** 518 Shawnee St, Norman, OK

**Applicant's Contact Information:**

Applicant's Name: Carter Merkle

Applicant's Phone Number(s): 405 818 5259

Applicant's E-mail address: carter@cartermerkle.com

Applicant's Address: 518 Shawnee St Norman OK 73071

Applicant's relationship to owner: ☒ Owner ☐ Contractor ☐ Engineer ☐ Architect

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

Owner's Name: Same

Owner's Phone Number(s):

Owner's E-mail:

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

- 1) Replacing non-original wood windows with Andersen Fibrex windows
- 2) (composed of wood fiber & resin). 7 double hung replaced 7 double hung
- 3) 1 swinging door (same material) replaced with swinging door. 1 double
- 4) hung in Kitchen of same design replaced by casement

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

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

**Property Owner's Signature:** Carter Merkle

**Date:** 6-19-23

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

**Authorized Representative's Printed Name:**

**Authorized Representative's Signature:**

**Date:**





# What are Renewal by Andersen windows made of?

Item 3.

All of our windows are made of Fibrex® material, a revolutionary composite made from reclaimed wood fiber blended with a polymer. This gives our windows the strength and durability of wood and the low-maintenance features of vinyl, while greatly limiting thermal transmittance that can be found in other window materials such as metal.

**Unlike many other window materials, Fibrex composite material won't flake, rust, blister, peel, crack, pit, or corrode.<sup>1</sup> It is also two times stronger than vinyl and resists warping and bowing. Never worry about scraping or painting your windows again.**

ENGINEERED WITH  
**FIBREX®**  
MATERIAL

ANDERSEN  
EXCLUSIVE  
FEATURE

## Smart Materials

Fibrex material is twice as strong as vinyl, so weathertight seals stay weathertight.

## Color Choice

Our unique process fuses color to Fibrex material for long-lasting beauty. And it offers dark exterior colors not available on most other replacement windows.

## Exceptional Comfort

Fibrex material blocks thermal transfer nearly 700 times better than aluminum to help reduce heating and cooling bills.

## Outstanding Durability

Fibrex material retains its stability and rigidity in all climates.<sup>1</sup>

	FIBREX MATERIAL	VINYL	ALUMINUM	WOOD
Insulating Properties	✓	✓		✓
Low Maintenance	✓	✓	✓	
Resistance to Decay/Corrosion	✓	✓		
Structural Rigidity	✓		✓	✓
Durability	✓		✓	✓
Color Choices	✓			✓
Dark Color Performance	✓		✓	✓



uble-Hung Windows / White Exterior

## Customer Service    Products    Professional Installation    Nation's Best Warranty



Our professional sales consultants and expert installation teams are with you every step of the way.



Innovative products and features are available throughout our product line.



**CERTIFIED  
MASTER  
INSTALLER**

Our installers are experienced and understand the many critical steps involved with installing your new windows and doors properly.



We offer one of the strongest limited warranties of any window and door manufacturer, and it is fully transferable should you sell your home.<sup>1</sup>

# CHOOSING RENEWAL BY ANDERSEN® WINDOWS IS EASY...

Item 3.

The Renewal by Andersen process starts with our consultative sales approach. Our experienced sales representatives will work with you to find solutions to enhance your home's functionality, energy efficiency, and beauty.

**1**

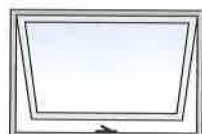
## Select Window Styles



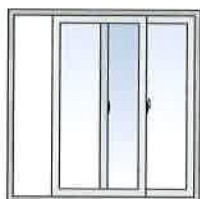
Double-Hung Window  
PAGE 12



Casement Window  
PAGE 14



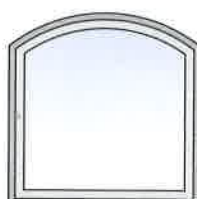
Awning Window  
PAGE 14



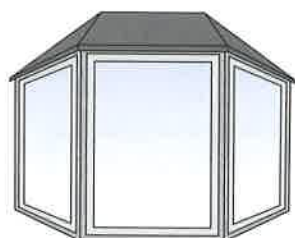
Gliding Window  
PAGE 16



Picture Window  
PAGE 18



Specialty Window  
PAGE 20



Projection Window  
PAGE 22

**2**

## Select Colors<sup>3</sup>

*Real wood interior veneers can be stained or painted to match your decor*

### Interior



Real Maple



Real Pine



Real Oak

### Interior/Exterior



White



Canvas



Sandtone



Terratone



Dark Bronze



Black

### Exterior



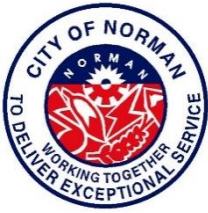
Cocoa Bean



Forest Green



Red Rock



## CITY OF NORMAN, OK STAFF REPORT

**MEETING DATE:** 08/07/2023

**REQUESTER:** MILENA GOVICH, OWNER

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** HD (23-26) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 930 MILLER AVENUE FOR THE ALLOWANCE FOR EGRESS EITHER BY: **OPTION 1** – THE ADDITION OF AN EXTERIOR DOOR ON THE EAST WALL OF THE GARAGE; AND/ OR **OPTION 2**- THE ENLARGEMENT OF AN EXISTING WINDOW OPENING ALONG WITH REPLACEMENT OF THE WINDOWS LOCATED ON THE EAST WALL OF THE GARAGE.

### Property History

#### Historical Information

#### 2004 Miller Historic District Nomination Survey Information:

**930 South Miller Avenue.** Ca. 1943. Minimal Traditional. This contributing, one-story, brick and aluminum-sided, multiple dwelling has a poured concrete foundation and an asphalt-covered, hipped roof. The metal windows are one-over-one hung with two-over-two hung windows flanking the front picture window. The wood door is glazed paneled. The entry porch is integral with a single square wood column. The single car garage is attached with two small apartment units connecting the house and garage. All elements appear on the 1944 Sanborn Fire Insurance Map. Decorative details include double and triple windows and wide boxed eaves.

#### Sanborn Insurance Maps

The 1944 Sanborn Insurance Map shows the primary structure in the its current configuration and location.

#### Previous Actions

There have not been any Certificate of Appropriateness requests for this property.

### Overall Project Description

The applicant has recently purchased this property and is in the process of renovating to improve the interior programming. She wishes to make the garage area into a bedroom and must provide egress as required by the building code. She has developed two options to provide egress.

**Option 1 - the addition of an exterior door on the east wall of the garage; and/or**  
**Option 2 - the enlargement of an existing window opening along with replacement of the windows located on the east wall of the garage;**

## Description

### Option 1

This option proposes to install an exterior door on east wall of the garage utilizing an original door from another part of the structure for the new door opening.

### Option 2

The second option is to remove the set of triple windows located on the east wall of the garage and increase the opening size to allow for a set of double windows that measure 30 inches wide by 50 inches in height. While the window opening width will remain the same,; the length will be increased to provide taller windows and change the windows from of a set of triple windows to a set of double windows. The applicant plans to have a set of wood windows custom constructed for this project.

## Reference - Historic District Ordinance

**36-535.a.2 (g):** *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents. (0-0910-12).*

## Reference - Preservation Guidelines

### Windows

#### 3.11 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.*

#### 3.12 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 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 where 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.

## Staff Comments

### Option 1

As indicated above from the 2004 Miller District Historic Survey, this structure is two units. The applicant wishes to improve both units and has developed floor plans for each unit that meet modern-day expectations for bedrooms. This option proposes to install an exterior door on the garage wall to allow for egress for the new bedroom.

It should be noted that the applicant is not able to expand the footprint of this structure as it is limited by the required zoning setbacks. Therefore, interior renovations to reconfigure the internal programming into a more pleasing layout is a practical alternative.

The *Historic Preservation Guidelines* encourage the retention of original windows. However, from the information submitted by the applicant, it appears that the “trio” set of windows in the east wall of the garage are not original, but may be from a modern-day renovation. This is indicated by the fixed nature of the windows as compared to the other sets of “trio” windows in the house which are casement windows. Also, the interior of the garage has an outline on the east wall indicating that there may have been a larger window opening.

The *Preservation Guidelines* discourage changes to the front and side facades visible from the street right-of-way. The proposed door will have limited visibility from the street as it faces a courtyard area surrounded by wood stockade fencing. Though the *Guidelines* discourage installation of new openings on a façade that is visible from the street, it may be the only practical solution for the applicant given the limitation of expanding the footprint of the structure. As stated, the applicant has also developed a second option to provide egress.

## Option 2

As indicated above, the applicant has limited means to improve the floor plans for the two units in this structure. In this proposed option, she would replace the existing set of “trio” windows in the east wall of the garage with a set of larger windows that would provide needed egress for the proposed bedroom.

The *Historic Preservation Guidelines* encourage the retention of original windows in a historic structure and discourage the increasing of window openings. However, as stated previously it appears that this set of “trio” windows do not appear to be original to the structure and the opening may have been downsized in a post-1944 renovation. Additionally, it should be noted that the proposed double set of windows will only lengthen the window opening size but will not increase the width, thereby lessening the visibility of this alteration.

Given the applicant's limitations for expansion, the reworking of the garage into a bedroom space with limited exterior alterations is a practical solution.

The Commission would need to determine if either Option 1 or Option 2 (or both) meet the *Historic Preservation Guidelines* and are compatible alterations to this property and the surrounding District as a whole.

**Commission Action:** Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness (HD 23-26) for the property located at 930 Miller Avenue for the following proposed work:

Option 1 - the addition of an exterior door on the east wall of the garage; and/or

Option 2 - the enlargement of an existing window opening along with replacement of the windows located on the east wall of the garage.

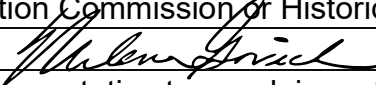
**The City of Norman Historic District Commission**  
**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

**Application Submittal Steps:**

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

**COA Application Review Process:**

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

The City of Norman Historic District Commission <b>FOR CERTIFICATE OF APPROPRIATENESS (COA)</b>		<b>Staff Only Use</b> HD Case #: Date: Received by:	Item 4.
<b>Note:</b> Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311			
<b>Address of Proposed Work:</b>		930 Miller Ave. Norman, OK 73069	
<b>Applicant's Contact Information:</b>			
	Applicant's Name: Milena Govich		
	Applicant's Phone Number(s): 917-864-5435		
	Applicant's E-mail address: milenacornue@gmail.com		
	Applicant's Address: 1637 N. Frederic St. Burbank, CA 91505		
	Applicant's relationship to owner: <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input checked="" type="checkbox"/> OWNER		
<b>Owner's Contact Information: (if different than applicant)</b>			
	Owner's Name: Same		
	Owner's Phone Number(s):		
	Owner's E-mail:		
<b>Project(s) proposed: (List each item of proposed work requested. Work not listed cannot be reviewed.)</b>			
1)	Garage is being converted into a bedroom and it needs a legal safety egress window. This proposal has two options of how to achieve this.		
2)			
3)			
4)			
<b>Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.</b>			
<b>Authorization:</b> I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.			
<b>Property Owner's Signature:</b> 			<b>Date:</b> 7/13/2023
<input type="checkbox"/> (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.			
<b>Authorized Representative's Printed Name:</b>			
<b>Authorized Representative's Signature:</b>			<b>Date:</b>

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

### Supporting Documents

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

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

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

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

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

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

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

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

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

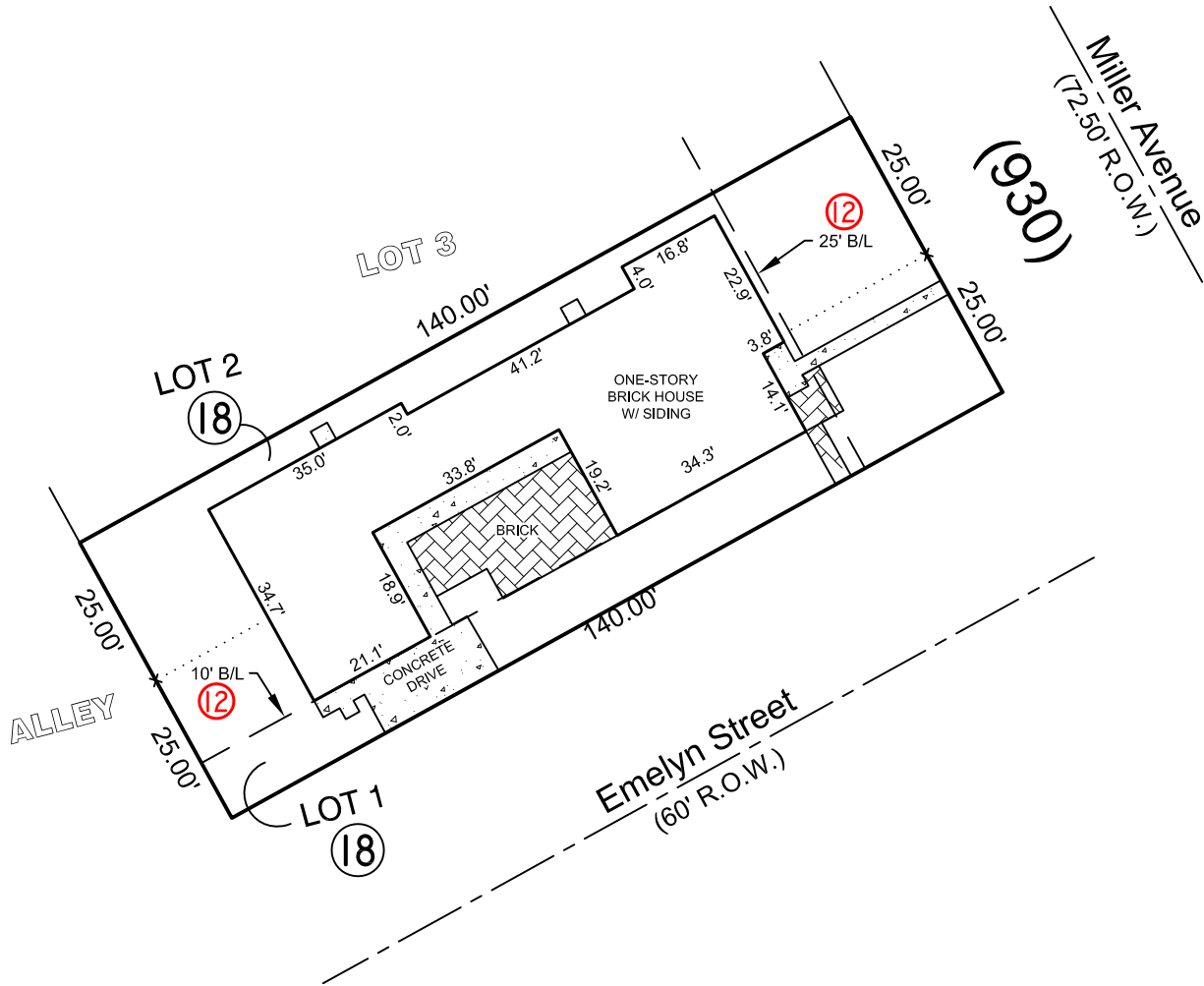
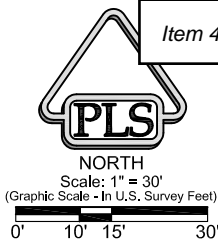
**☐ F. Additional Documents for New Construction or Additions:**

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

Property Address:

930 Miller Avenue  
Norman, Oklahoma

Mortgage Inspection Report



Flood Zone:

By graphic plotting only, this property appears to be in Zone "X" per Flood Insurance Rate Map No. 40027C0285H, Panel 285 of 475, which bears an effective date of 09/26/2008.

Property Description:

Lots One (1) and Two (2), in Block Eighteen (18), of CLASSEN MILLER ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

Legend:

B/L = Building Line  
R.O.W. = Right of Way


Schedule B - II exception Items:

It is the opinion of the Surveyor that:

- 12 A 25-foot front building set back line, and a 10-foot side lot building line, as shown by plat and dedication, and as provided in Restrictive Covenants (Affects as shown).
- 13 Memorandum of Easement, Catellus Fiber Optics Parcel No. 47 recorded in Book 4069, Page 648 (Affects the SW/4 of the NW/4 of Section 32, T9N, R2W).

Mortgage Inspection Report:

This Mortgage Inspection Report was prepared for First American Title Insurance Company. It is not a land or boundary survey plat, and it is not to be relied upon for the establishment of fences, buildings or other future improvement lines. The accompanying sketch is a true representation of the conditions that were found at the time of the inspection, and the linear and angular values shown on the sketch, if any, are based on record or deed information and have not been verified unless noted.

  
Robert C. Outland  
Oklahoma L.S. # 1773  
07/03/2023  
Date



**PRIORITY**

Land Surveying, LLC

P.O. Box 1394, Norman, OK 73070  
Phone: (405) 701-1407 Fax: (405) 310-2284  
Certification of Authorization # 3814, Expires 6/30/2025

Prepared for: First American Title Insurance Company

Buyer(s): 777 Keith St. Norman, OK LLC

Client File Number: 2819518-NO01



930 MILLER AVENUE

Dear Historic Commission Members,

It has been a dream of mine to own property in my hometown of Norman, OK for many years. So I'm tremendously grateful to have closed on this charming duplex at 930 Miller Ave. It is even more special since I was born and raised at 410 Keith St, just 4 blocks away, and I even attended Lincoln Elementary School!

Given my connection to this neighborhood, I deeply value the historic elements you are charged with preserving. In planning the rehabilitation and improvements on this property, I've come up against a challenge. The 2 bed / 1 bath back unit has a highly problematic layout. One room that is listed as the first bedroom is actually a pass-through and does not have an appropriate egress window, and the room listed as a second bedroom is only accessible by passing through the first bedroom, and it has no closet.

Therefore, to fix the interior layout while preserving the maximum amount of the exterior as possible, I would like to convert the interior of the garage to a proper bedroom meeting all legal requirements. While utilizing the garage space creates the least impact to the exterior, it is also my only real option since the footprint of the house is already built out as far as it can be.

The only effect on the exterior of the house would be the addition of a legal egress window in the garage. My husband and I have come up with two options to achieve it, both of which will maintain the historic look of the home while providing modern safety requirements. Kindly review the two design options to let us know how you would like us to proceed.

Thank you in advance for your consideration.

All the best,  
Milena Govich  
917-864-5435  
milnacornue@gmail.com

# OPTION 1

Garage Exterior Door



Existing Garage Wall

We conferred with Morgan Reinart of Old Home Rescue, who is familiar with the Norman Historic District. He suggested that we add an exterior door to the courtyard side of the garage for egress.

Facing the courtyard and behind a privacy fence, the door will be barely visible from the street.



Also, we are fortunate to have an *original exterior back door* with the same vertical detailing as the front door, currently being used as an interior door. So we can easily relocate it to the courtyard.





As an original door, it will keep in the style of the rest of the house.

Here is a side-by-side comparison.



Existing Garage Wall

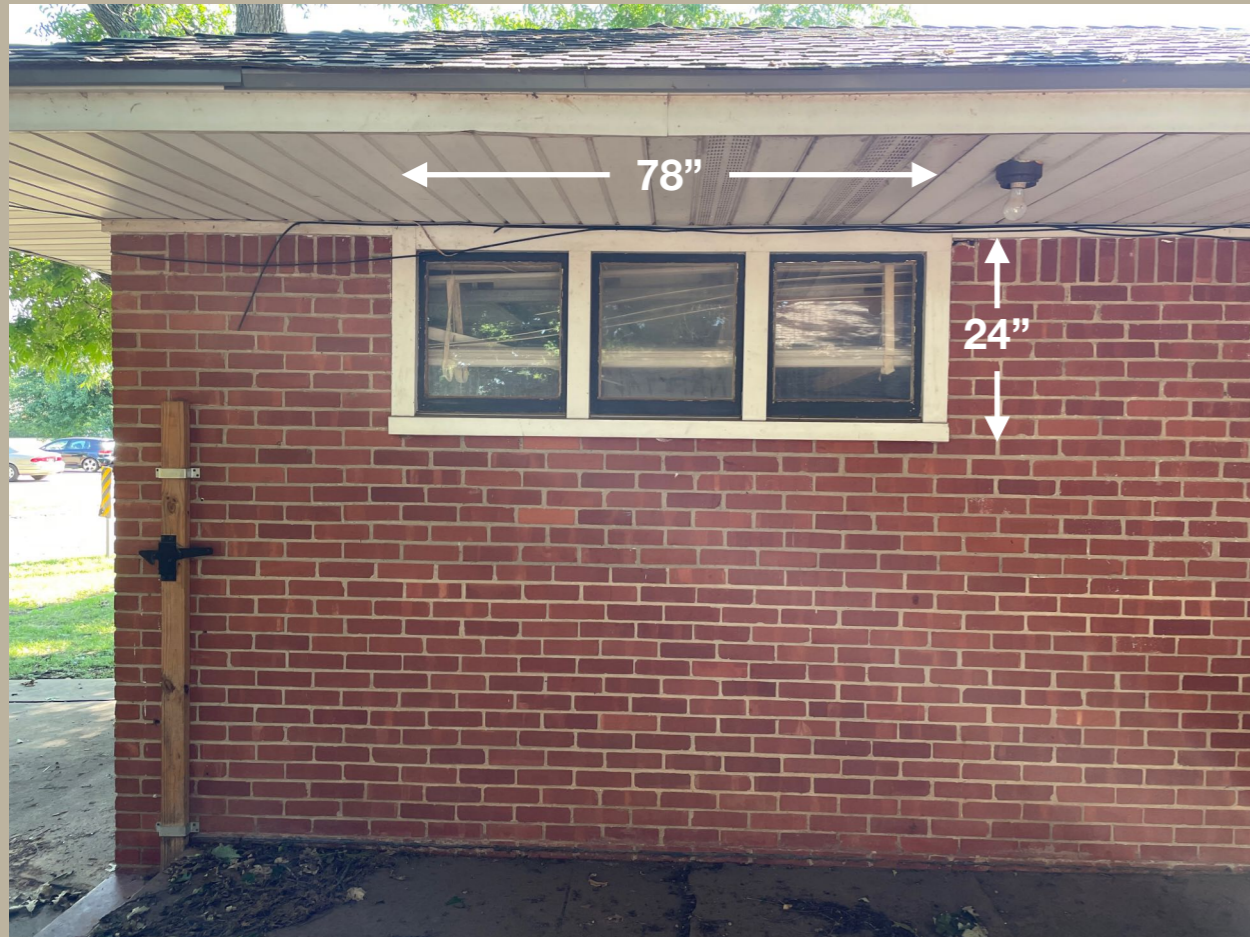


Proposed Garage Wall With Door

# OPTION 2

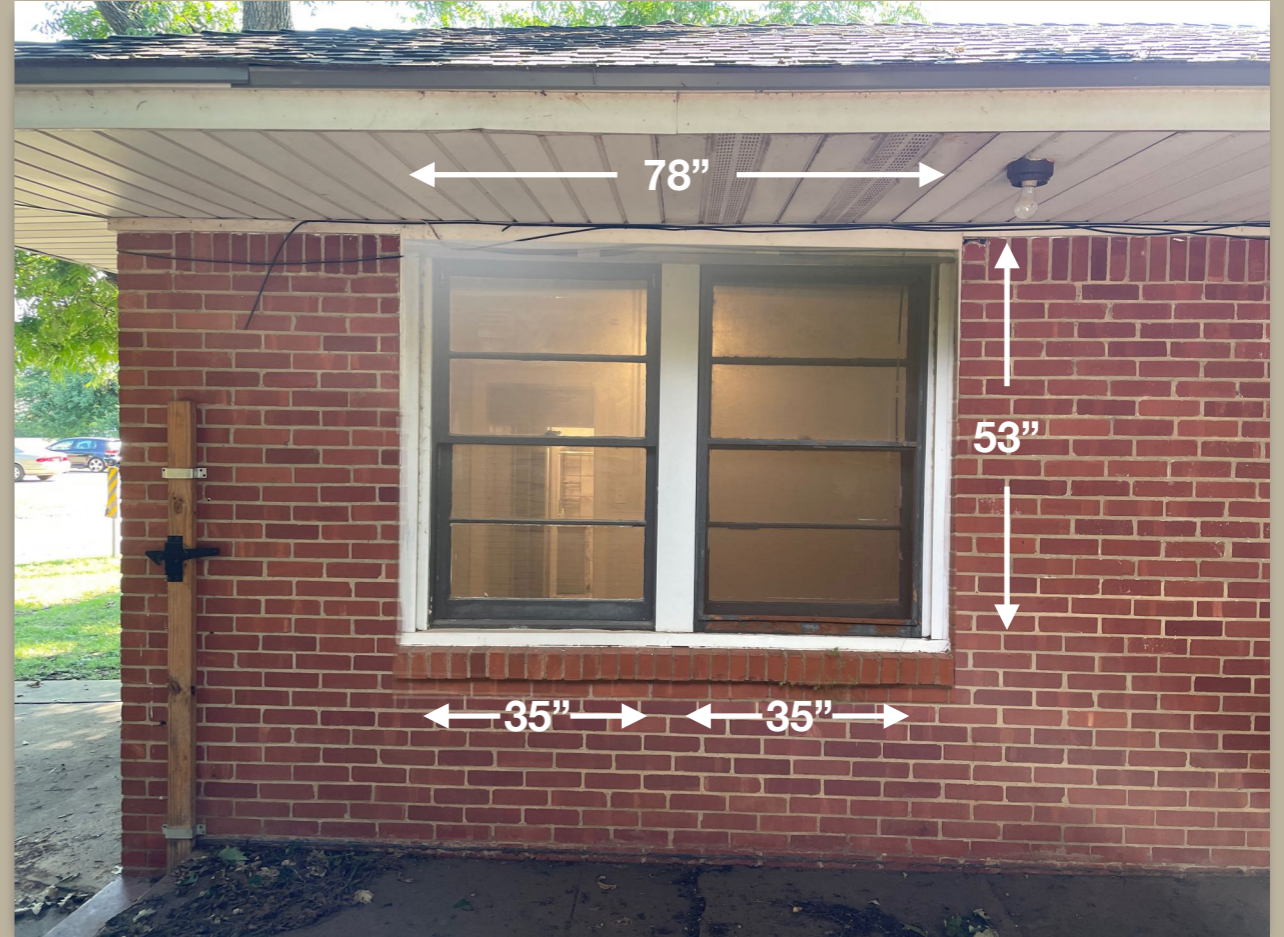
## Garage Window Conversion

Alternatively, we can change the Existing Garage Windows on the left with the Proposed Garage Windows on the right.



**Existing Garage Windows**

These windows are too high and narrow to meet modern safety requirements.



**Proposed Garage Windows**

Instead of a door to the garage, we could have two single-hung, wood frame windows that match other existing windows on the house with openings large enough for legal egress.

# Different from the rest



**Garage "Trio" Windows**

The existing garage windows have fixed glass with different frames that measure 24x20 from the outside.



**Other 930 Miller "Trio" Windows**

All other trio of windows on the property are identical 24x24 casement wood windows.

## Original windows?

Considering the conflicting historical descriptions of this property, it's difficult to determine if these windows are original or historic.

The measured outline of the patched brick beneath the windows may suggest two 53x35 windows, as seen elsewhere on the property, but we can't claim with certainty.



*Patched brick & mortar under garage windows?*

However, two 53x35 windows on the side of the garage would be a better match to other windows on the property.



Proposed Garage Windows



Dining Room Windows



Courtyard Bedroom Windows

This panoramic photo captures both sides of the existing courtyard.



*Modern Fixed Windows*

*Original 53x35 Windows*

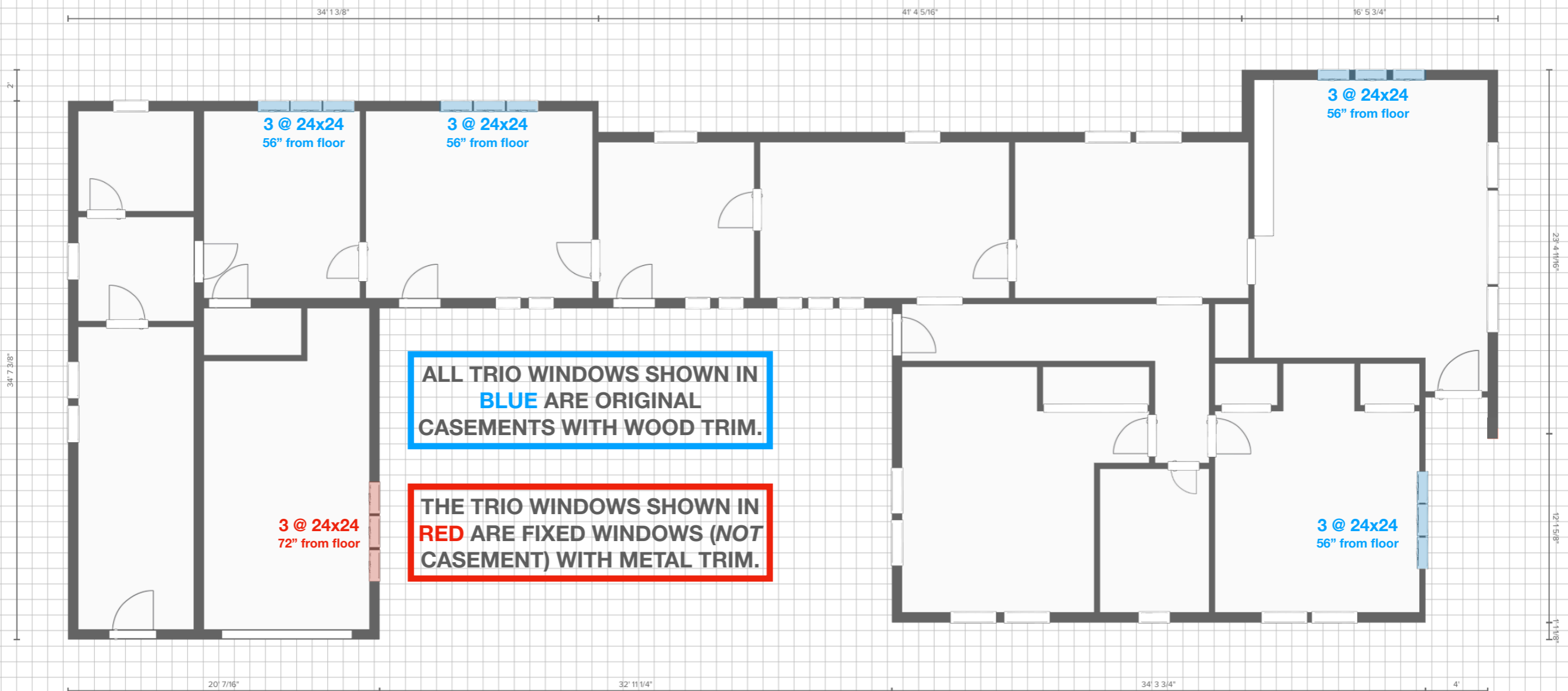
This altered photo below shows how the courtyard will appear after replacing the windows.

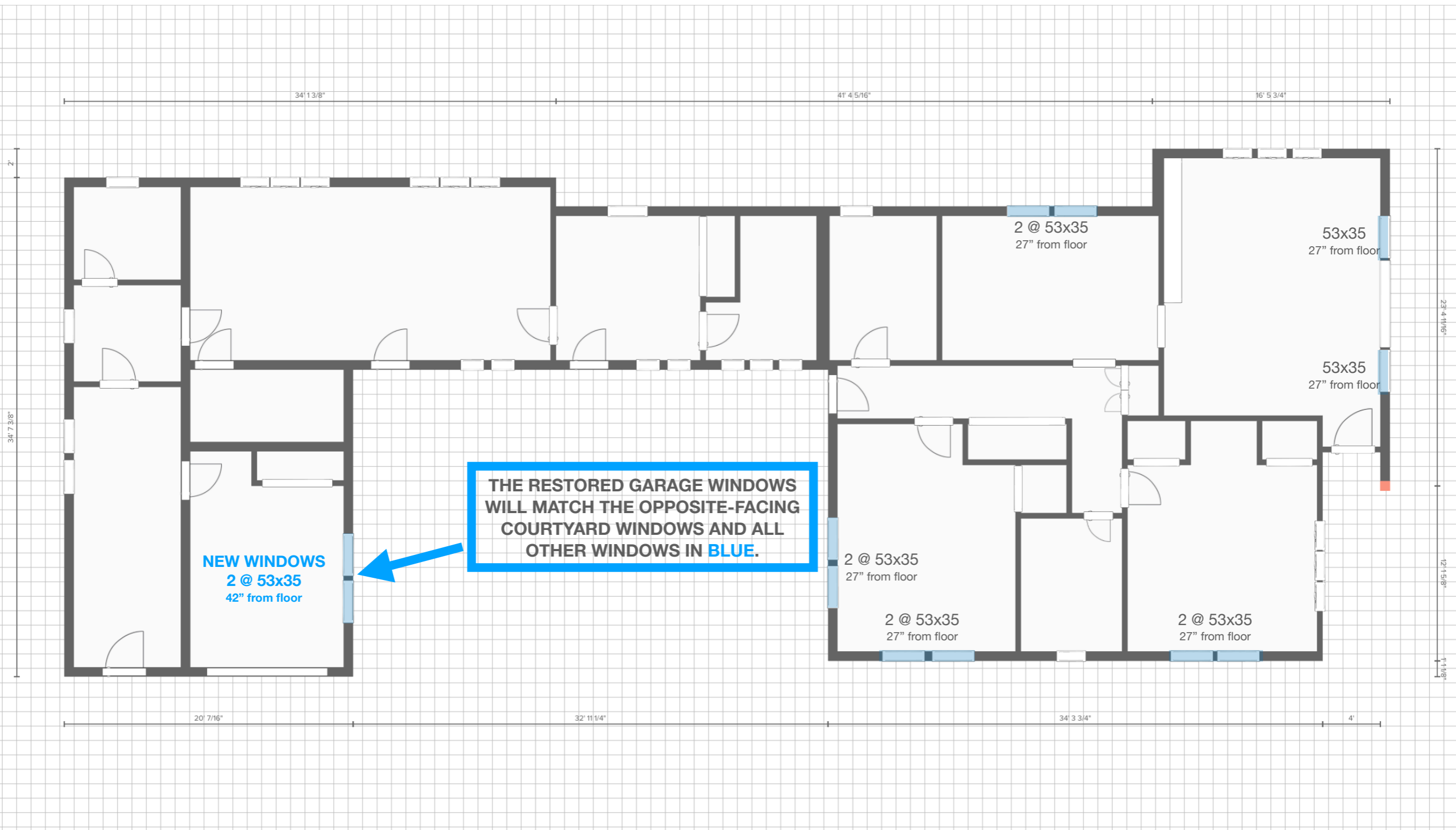


*New 53x35 Windows*

*TO MATCH*

*Original 53x35 Windows*





And again, the windows are behind a privacy fence and barely visible from the street.



We already acquired a quote from Restor Wood Windows, a reputable company with experience in Norman’s historic district.

ESTIMATE

930 Miller Ave, Norman

Grand Total (USD)

\$2,995.00

Item 4.

BILL TO

Milena Govich

Milena Govich

milenacornue@gmail.com

Estimate Number: 1311

Estimate Date: July 12, 2023

Expires On: August 11, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
<b>ReSash Wood Windows</b> Size: Standard Lites: 2/2 Wood: Cypress Select Glass: 1/8" Single Strength Paint: Prime Only	2	\$570.00	\$1,140.00
<b>Window Frame Build</b> Build new frame to allow for installation of wood windows with weight and pulley system. Includes new stainless steel authentic replica sash pulleys.  Note: Does not include Exterior or Interior Casing as your carpenter will need to install to match the rest of the casing on your home.  Includes: Exterior Stop Trim Only and Top, Left, Right frame and bottom (sill)	2	\$350.00	\$700.00
<b>Full Mechanical w/Install - Double Hung</b> Install new rope to existing lower weights and then install sashes. Upper Sash is fixed and will not be operable.	2	\$165.00	\$330.00
<b>Labor</b> Install new frames into rough openings. Center and align for smooth operation of new sashes.	2	\$200.00	\$400.00
<b>RRP Lead Fee</b> Preparation for lead containment work area for residential and commercial projects. Per window.	2	\$25.00	\$50.00

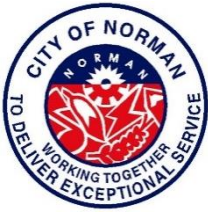


Restor Wood Windows  
8920 Tilman drive  
Oklahoma City, Oklahoma 73132  
United States

Contact Information  
Phone: 4054590949  
Mobile: 4054590949  
www.restorwoodwindows.com



Thank you!



## CITY OF NORMAN, OK STAFF REPORT

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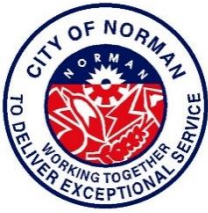
**MEETING DATE:** 06/05/2023

**REQUESTER:** HISTORIC DISTRICT COMMISSION

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS  
AND ADMINISTRATIVE BYPASS ISSUED SINCE APRIL 3, 2023.

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## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 06/05/2023

**REQUESTER:** HISTORIC DISTRICT COMMISSION

**PRESENTER:** ANAIS STARR, PLANNER II

**ITEM TITLE:** DISCUSSION OF PROGRESS REPORT REGARDING FYE 2022-2023  
CLG GRANT PROJECTS

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