



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, January 08, 2024 at 5:30 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5446, 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 DECEMBER 4, 2023.

CERTIFICATE OF APPROPRIATENESS REQUESTS

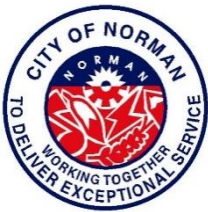
2. (HD 23-44) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 425 S LAHOMA AVENUE FOR AN ADDITION ON THE REAR OF THE STRUCTURE.
3. (HD 23-45) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN AMENDMENT TO A CERTIFICATE OF APPROPRIATENESS (HD 23-31) FOR THE PROPERTY LOCATED AT 606 MILLER AVENUE TO: 1) REPLACE EXTERIOR SIDING ON THE HOUSE AND GARAGE WITH WOOD SHIPLAP SIDING; 2) RECONSTRUCT THE NON-ORIGINAL FRONT PORCH WITH WOOD COLUMNS AND A METAL ROOF AS SHOWN ON SUBMITTED DRAWINGS.

REPORTS/UPDATES

4. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE DECEMBER 4, 2023.
5. 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, December 04, 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.

ROLL CALL

PRESENT

Commission - Chair Emily Wilkins
Commissioner Mitch Baroff
Commissioner Michael Zorba
Commissioner Taber Halford
Commissioner Sarah Brewer
Commissioner Jo Ann Dysart
Commissioner Karen Thurston

ABSENT

Commissioner - Vice Chair Barrett Williamson

A quorum was present.

STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer
Whitney Kline, Planning Admin Tech III
Jeanne Snider, Assistant City Attorney

GUESTS

Brent Swift, 1112 Whispering Pines Dr, Norman, OK
Jeff Mejeski, 13810 Mertali Rd, Houston, TX
Alexandra Morelli, 700 Chautauqua, Norman, OK

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF OCTOBER 2, 2023.

Motion by Michael Zorba for approval of the minutes from the October 2, 2023 regular meeting; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 7-0. Minutes from previous meeting were approved.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 23-40) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 633 OKMULGEE AVE TO CENTER GARAGE DOOR BY MOVING THE OPENING TO THE LEFT APPROXIMATELY 18 INCHES.

Motion by Mitch Baroff to approve (HD 23-40) centering the garage door by moving the opening to the left approximately 18 inches, as submitted; **Second** by Sarah Brewer.

Anais Starr presented the staff report.

- Anais Starr stated that the applicant would like to move the garage door 18 inches to the left to make it easier to enter the garage with a vehicle.
- Ms. Starr stated that the garage is not original to the house, as it was built in 2014 prior to neighborhood's designation as a historic district.
- Ms. Starr also stated this is the first COA request for this property.
- Commissioner Brewer asked if they will be using the same garage door that is currently there.

Brent Swift, the applicant, discussed the project.

- Brent Swift answered Commissioner Brewer's question by stating that they will be using the same garage door and all materials currently present and will simply move the opening over.

There were no public comments.

Commission Discussion:

- Commissioners stated that they don't see any issue given this is a non-original garage and has limited visibility and that it is a logical solution to allow for ease of parking in the garage.

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

3. (HD 23-39) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 700 CHAUTAUQUA FOR THE REMOVAL OF WINDOW AND DOOR ON THE REAR OF THE STRUCTURE.

Motion by Sarah Brewer to approve (HD 23-39) removal of window and door on the rear of the structure, as submitted; **Second** by Taber Halford.

Anais Starr presented the staff report.

- Anais Starr stated that this is an *ex post facto* request.
- Ms. Starr stated that this is a multi-unit structure and the proposed modifications will provide better internal programming to meet modern day expectations for a bedroom.
- Ms. Starr also stated that there is limited visibility of the non-contributing addition from the street.
- Commissioner Halford asked for clarification on where the brick will be when they are finished.

Alexandra Morelli, Applicant, discussed the project.

- Alexandra Morelli answered Commissioner Halford's question by stating the brick will be on the bottom section of the wall to match the existing brick seen on the rest of the house.
- Commissioner Thurston asked if they are doing anything to the windows on the west side of the addition.
- Ms. Morelli stated they will not be replacing any other windows at this time.

There were no public comments.

Commission Discussion:

- Commissioners found the request met Guidelines since the modifications are located on a non-original addition on the rear of the structure with limited visibility.

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

4. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVE FOR THE REPLACEMENT OF THE GARAGE DOOR.

Commissioner Halford recused himself from this item.

Motion by Sarah Brewer to approve (HD 23-41) replacement of the garage door, as submitted;
Second by Michael Zorba.

Anais Starr presented the staff report.

- Anais Starr stated that this is a non-contributing structure.
- Ms. Starr also pointed out that this is an *ex post facto* request.
- Commissioner Zorba asked if there were any pictures of the original door.
- Ms. Starr stated that she missed adding to the PowerPoint, but that it is similar to a neighboring house with the garage door that has a fan windows at the top.
- Commissioners pulled up the image on iPads from the Cleveland County Assessor's website which were shared with the rest of the Commission.

Jeff Mejeski, Applicant, discussed the project.

- Jeff Mejeski explained that they turned the garage back into a functioning garage, instead of storage.
- Mr. Mejeski stated that they would had to have replaced the all parts of the garage door and that the previous door was wood and was too heavy to work on the tracts to stay open.

- Commissioner Dysart asked the applicant if he knew if he was in the Historic District when purchasing the house.
- Mr. Mejeski stated that yes he did but that they didn't understand all that it entailed, but he was happy to be in the District and wanted to comply with District Guidelines.

There were no public comments.

Commission Discussion:

- Commissioner Baroff stated that it looks fine and blends in well with the house.
- Commissioner Thurston stated that she doesn't really have a problem with it as submitted since it is a non-contributing structure.
- Commissioner Brewer stated that she would rather it be wood since the original door was wood.
- Commissioner Zorba commented back stated that it is non-contributing and not too concerned about setting a precedent.
- Commissioners stated that they would rather it be wood door or wood veneer as well as recessed panels, since previous front facing garages requests had been approved with those criteria.
- Jeff Mejeski asked the Commission if they would be fine with a wood veneer over the metal since it won't be as heavy as a wood door.
- Commissioners stated that it would be a reasonable solution.
- Mr. Mejeski stated he would like to look at options and come back to the Commission with a revised proposal.

Motion by Michael Zorba to amend the original motion to postpone to the February 5, 2024 Historic District Commission meeting to allow for revisions to the request; **Second** by Sarah Brewer.

This amendment was passed unanimously with a vote of 6-0.

This motion as amended was passed unanimously with a vote of 6-0.

FEEDBACK ITEMS

5. (HD 23-37) FEEDBACK ON A PROPOSED REAR ADDITION FOR THE STRUCTURE AT 425 S LAHOMA.

Commissioner Sarah Brewer recused herself from this item.

Anais Starr presented the staff report.

Cameron Brewer, applicant, discussed the project.

- Cameron Brewer made a presentation regarding an addition to the back of their house to add a primary suite as well as an office area.
- Mr. Brewer showed the Commission proposed site plan and drawings of proposed addition.
- Mr. Brewer stated that all exterior materials will match the house and will be wood.

Commissioners Discussion:

- Commissioner Zorba asked where all the utilities would be located.

- Cameron Brewer explained that they will be located on the south side yard of the new addition.
- Commissioner Zorba stated that the Commission has approved “bump outs” for additions before and does not have a problem with this request given the desire to save the tree in the backyard.
- Commissioners discussed if a “bump out” addition meets the Preservation Guidelines and if the size, massing, material, and design were appropriate for the neighborhood and this house in particular.
- Commissioner Thurston pointed out that pop-outs are original to the Craftsman style.
- Commissioners agreed that they all are good with the addition, as proposed since the “bump out” addition is limited to a couple of feet and will allow for a heritage tree to be preserved in the backyard.

REPORTS/UPDATES

6. DISCUSSION OF HISTORIC DISTRICT COMMISSION MEETING CALENDAR FOR 2023 AND 2024.

- Anais Starr presented the 2024 Calendar.
- Commissioners were good with the dates for the upcoming meetings in the 2024 year.

7. STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE OCTOBER 2, 2023.

- 518 Chautauqua Ave: No update. Unable to reach backyard for review and update.
- 549 S Lahoma: In Court System Appeals process.
- 506 S Lahoma Ave: Construction continues. Unable to access the property for update photos.
- 607-609 S. Lahoma: Work has not started.
- 610 Miller Ave: Waiting on custom roof material to be delivered. Should be delivered by end of December.
- 514 Miller Ave: Work has not started.
- 904 Miller Ave: Work has not started.
- 904 Classen Ave: Work has not started.
- 930 Miller Ave: Work complete.
- 518 Shawnee: Windows ordered.
- 521 Miller: Windows ordered.

Administrative Bypass:

- 515 Miller Ave: Installation of small deck in rear yard.
- 700 Chautauqua Ave: Removal of non-original metal siding and repair/restoration of wood siding underneath.
- 930 Miller Ave: Replacement of front concrete porch floor.

8. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2023-2024 CLG GRANT PROJECTS.

2022-2023 Certified Local Government Grant Funds Budget

Item 1.

Proposed Modification

PROJECT1:	Educational Training	\$2,700	\$2,500 (decrease \$200)
PROJECT 2:	Memberships Dues for NAPC	\$150	
PROJECT 3:	Historic Tour Expansion	\$1,725	\$0.00 (decrease \$2,000)
PROJECT 4:	Historic Tour App Maintenance	\$2,000	
PROJECT 5:	Windows & Wall Workshop	\$10,000	\$13,000 (increase \$3,000)
			\$6,500 expended
PROJECT 6:	Quarterly Education Postcard	\$1,800	Approx. \$700

Total CLG Budget

\$18,375

Anais Starr talked about the issues she had encountered with the Historic Tour App, and after consultation with SHPO she intends to replace the expansion of the Tour App with another workshop.

9. DISCUSSION AND RECOMMENDATION OF APPLICATION FOR FUNDS FOR THE FY 2024-2025 CLG PROGRAM WITH THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

Anais Starr presented some of the ideas for FY 2024-2025 CLG Program with those ideas being NAPC's new Resilience & Disaster Planning CAMP as well as the Historic Tour App Expansion.

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 7:13p.m.

Passed and approved this _____ day of _____ 2024.

Emily Wilkins
Historic District Chair



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/08/2024

REQUESTER: CAMERON & SARAH BREWER

PRESENTER: ANAIS STARR, PLANNER I

ITEM TITLE: (HD 23-44) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 425 S LAHOMA AVENUE FOR AN ADDITION ON THE REAR OF THE STRUCTURE.

<u>Property Location</u>	425 S Lahoma Chautauqua Historic District
<u>Applicant/Owner</u>	Sarah & Cameron Brewer
<u>Request</u>	(HD 23-44) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 425 S Lahoma Avenue for an addition on the rear of the structure.

Property History

Historical Information

2004 Chautauqua Historic District Nomination Survey Information:

425 S Lahoma Ave. 1925. Bungalow/Craftsman. This contributing, two-story, weatherboard single dwelling has an asphalt-covered, front-gabled roof and a concrete foundation. The wood windows are one-over-one hung with metal. The wood windows are one-over-one hung with metal storms and the wood door is glazed paneled with a glazed slab storm door. The entry porch has an asymmetrical gable roof supported by wood columns and a turned wood spindle balustrade. Decorative details include triangular knee braces, exposed rafters, double and triple windows and asphalt-covered, shed awnings on the windows. To the rear is a single car, weatherboard garage with a front-gabled, asphalt-covered roof and overhead door. In front of the garage is a wood carport.

Sanborn Map Information

The principal structure is indicated on the 1944 Sanborn map without the current addition, indicating construction post-1944. For Commissioners reference, staff has attached both the 1944 Sanborn Map and 2021 City of Norman aerial of the lot.

Previous Actions

The following Certificates of Appropriateness (COA) requests for this property have been approved for this property:

April 10, 2017 - A COA by Administrative Bypass was granted for the replacement of a wood-clad window with a wood window.

November 1, 2021 - A COA was granted for installation of solar panels visible from the front right-of-way.

December 2, 2023 – A feedback session for a proposed rear addition with the Commission prior to submitting for the request for a COA.

Description

The applicants wish to add a main bedroom and bathroom suite to the first floor of the existing house while retaining the rear-facing kitchen windows and a large tree in the backyard. The proposed design addresses these concerns by bumping out the addition from the south elevation of the existing house. This will allow for adequate internal programming space as well. It should be noted that the south wall of the addition will still setback five feet from the south property line as required by zoning regulations. The applicants are requesting a 436 square foot rear addition with a similar design and massing as the principal structure. Additionally, proposed materials will be the same materials as seen in the original house, including wood siding, custom made true-divided-lite wood windows and doors as well as matching composite shingles for the roof.

Reference - Historic District Ordinance

429.3.1(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).*

429.3.3(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. (0-0910-12).*

Reference - Preservation Guidelines

3.12 Guidelines for Windows in Additions

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

.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.

3.14 Guidelines for Doors in Additions

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

.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.

4.4 Guidelines for Additions

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.

Staff Comments

The proposed addition meets the *Guidelines* for compatibility with the historic principal structure and surrounding District in regards to size, scale, mass, materials, and proportions as well as the pattern of windows and doors to solid walls.

The 436 square foot rear addition is less than the 750 square feet allowed by the *Guidelines*. Though the addition does not exceed the height, width, or depth of the principal structure it will be visible from the front streetscape since it will “bump out” from the south side of the house. However, this does allow for the retention of the existing kitchen windows and preserves a large tree in the backyard.

While the *Guidelines* state that new additions should be located on an inconspicuous location, usually the rear, they do not specifically provide direction regarding side additions. For many years the Commission had usually enforced a “no visibility from the front” on proposed new additions. However, in November of 2021, the Commission after much debate, approved a side addition visible from the front right-of-way for the property located at 506 S. Lahoma Avenue. In that case, due to the awkward internal programming of the existing non-original addition, the architect found the best solution was to expand an addition to the south of the main house. This would allow for a main bedroom and bathroom on the ground floor while not requiring an extensive re-structuring for the first floor of the existing house. The addition was approved by a 5-2 vote by the Commission. The Commissioners voting for the request found it approvable given the circumstances which included the difficulty with existing internal programming of the house. The Commissioners noted that the addition was attached to a non-original addition and was setback far from the front thereby reducing visibility. Additionally, Commissioners pointed out that the proposed addition was appropriate massing for the house. The Commissioners voting against approval of the request voiced concerns regarding the visibility of the addition from the front right-of-way which the *Guidelines* seemed not appropriate.

Similar circumstances exist with this proposed addition as existed with the addition approved for 506 S. Lahoma Avenue. However, the Commission would need to determine whether the proposed addition in this case meets the *Preservation Guidelines* and whether or not such work is compatible with this historic structure and the District as a whole.

Commission Action

Consideration of approval, rejection, amendment, and/or postponement of (HD 23-44) the Certificate of Appropriateness request for the property located at 425 S. Lahoma Avenue for an addition to the rear of the structure.

Staff Only Use:**HD #** _____**Date** _____**Received by:** _____

The City of Norman Historic District Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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:

425 S Lahoma Ave

Applicant's Contact Information:

Applicant's Name: Cameron and Sarah Brewer

Applicant's Phone Number(s): (210) 865-0987

Applicant's E-mail address: cameronbrewer@gmail.com

Applicant's Address: 425 S Lahoma Ave

Applicant's relationship to owner: ☐ Contractor ☐ Engineer ☐ Architect ☐ Other:**Owner's Contact Information: (if different than applicant)**

Owner's Name: Owner is applicant.

Owner's Phone Number(s):

Owner's E-mail:

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

1) 430 sq ft back addition to home

2)

3)

4)

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

Authorization:

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

Property Owner's Signature: Cameron Brewer**Date:** 12-7-2023

☐ (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.

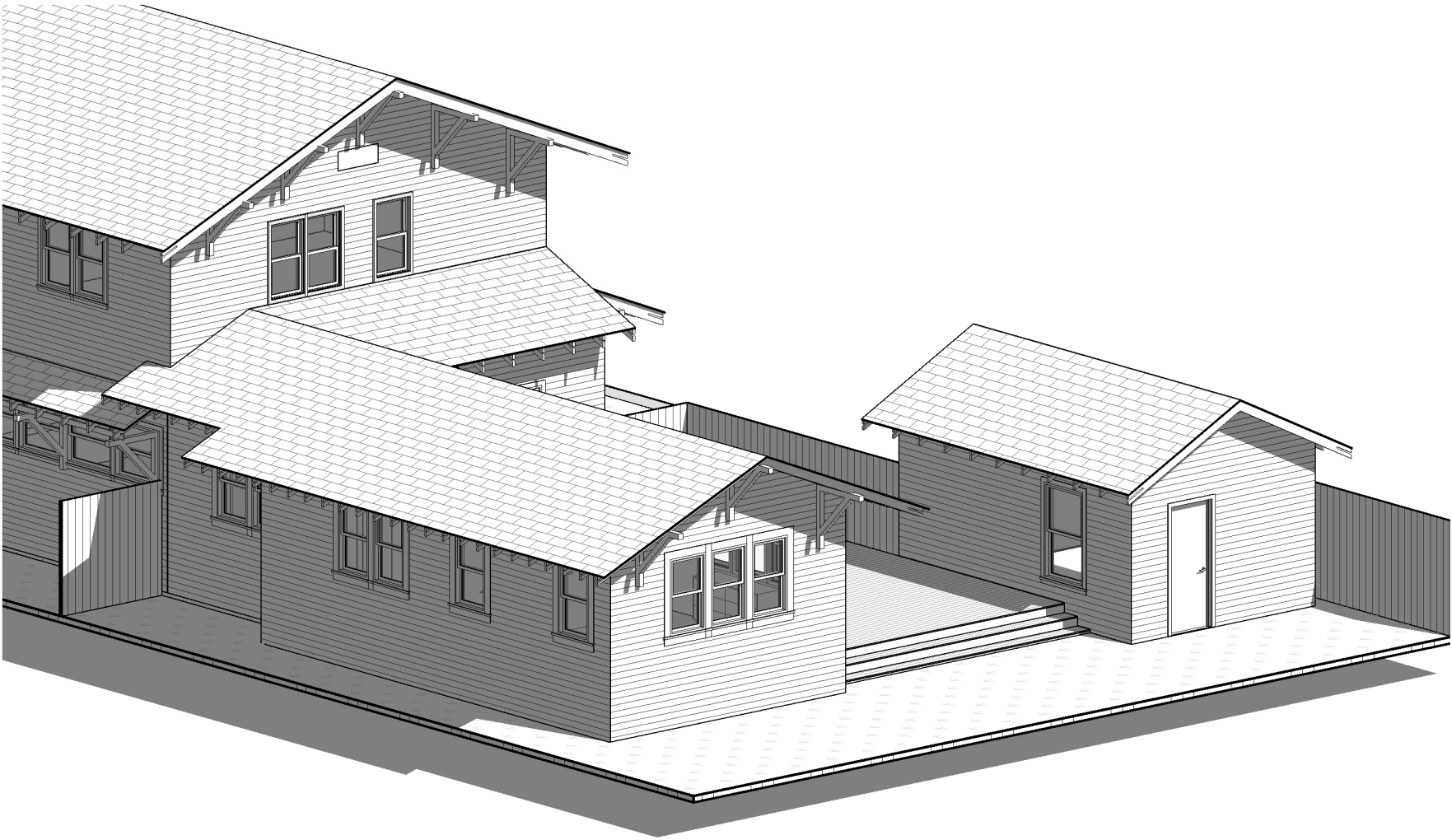
Authorized Representative's Printed Name: N/A - Owner is representative**Authorized Representative's Signature:****Date:**

BREWER HOUSE

ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SHEET LIST

SHEET NO.	SHEET NAME	REVISION	ISSUE DATE
A000	COVER	1	12.07.2023
A101	SITE PLAN	1	12.07.2023
A201	DETAIL SITE PLANS	1	12.07.2023
A202	FLOOR PLAN	1	12.07.2023
A301	EXISTING ELEVATIONS	1	12.07.2023
A302	PROPOSED ELEVATIONS	1	12.07.2023
A303	PROPOSED ELEVATIONS CONT.	1	12.07.2023
A304	PROPOSED ELEVATIONS CONT.	1	12.07.2023
A401	PERSPECTIVES	1	12.07.2023
A402	PERSPECTIVES	1	12.07.2023
A403	PERSPECTIVES	1	12.07.2023



GENERAL NOTES

1.

ANY OMISSIONS OR CONFLICTS FOUND IN THE VARIOUS PARTS OF THE CONTRACT DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT IN WRITING FOR CLARIFICATION BEFORE PROCEEDING WITH WORK.
2.

PRIOR TO THE SUBMISSION OF BIDS, THE CONTRACTOR SHALL VISIT THE SITE AND BE RESPONSIBLE FOR COORDINATING THE EXISTING CONDITIONS WITH THE WORK SPECIFIED IN THE CONTRACT DOCUMENTS, TO CONFIRM THAT THE INTENT OF THE CONTRACT DOCUMENTS CAN BE FULFILLED. NOTIFY THE ARCHITECT IN WRITING OF ALL DISCREPANCIES.
3.

CONTRACTOR SHALL RECEIVE IN WRITING AUTHORIZATION TO PROCEED BEFORE STARTING ANY WORK THAT IS NOT CLEARLY DEFINED BY THE CONTRACT DOCUMENTS.
4.

NOTIFY ARCHITECT IMMEDIATELY OF ANY UNFORESEEN CONDITIONS FOR DIRECTION BEFORE PROCEEDING WITH WORK.
5.

ALL WORK PERFORMED AND MATERIALS INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES. CONTRACTOR SHALL GIVE NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES, RULES, REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY BEARING ON PERFORMANCE OF THE WORK.
6.

GENERAL CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE SOLELY RESPONSIBLE FOR ALL MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES FOR COORDINATING ALL PORTIONS OF THE WORK UNDER THE CONTRACT, INCLUDING CONTRACT AND COORDINATION WITH ALL AUTHORIZED OWNER REPRESENTATIVES.
7.

CONTRACTOR SHALL VERIFY LOCATIONS OF ALL UTILITIES AND SERVICES PRIOR TO PROCEEDING WITH THE WORK TO ENSURE PROPER COORDINATION, SEQUENCING AND INSTALLATION OF NEW WORK.
8.

FIELD VERIFY ALL MEASUREMENTS REQUIRED. USE DIMENSIONS SHOWN ON DRAWINGS AND ACTUAL FIELD MEASUREMENTS. DO NOT SCALE DRAWINGS. VERIFY ALL DIMENSIONS AND CONDITIONS, NOTIFY ARCHITECT OF ANY DISCREPANCIES IN WRITING BEFORE PROCEEDING WITH WORK. DIMENSIONS GIVEN TO AND FROM EXISTING CONSTRUCTION ARE APPROXIMATE AND MUST BE VERIFIED IN FIELD. REPORT ANY VARIANCES TO ARCHITECT IN WRITING FOR RESOLUTION BEFORE PROCEEDING WITH NEW WORK.
9.

CONTRACTOR SHALL PROTECT ALL EXISTING FINISHES AND BUILDING SYSTEMS AT ALL TIMES. PATCH AND REPAIR ALL ITEMS DAMAGED DUE TO THE DEMOLITION PROCESS TO "LIKE NEW" CONDITION.
10.

PATCH AND REPAIR DAMAGES TO EXISTING OR NEW FINISHES CAUSED BY DEMOLITION OR NEW WORK. MATCH EXISTING ADJACENT FINISH.
11.

WHERE NEW WORK ABUTS OR FINISHES FLUSH WITH EXISTING WORK, MAKE THE TRANSITION AS SMOOTH AND WORKMANLIKE AS POSSIBLE. PATCHED WORK SHALL MATCH EXISTING ADJACENT WORK IN TEXTURE AND APPEARANCE SO AS TO MAKE THE PATCH OR TRANSITION INVISIBLE TO THE EYE AT A DISTANCE OF 3 FEET.
12.

CONTRACTOR TO PROVIDE TEMPORARY BRACING AND BARRICADES AS REQUIRED. CONTRACTOR TO PROVIDE TEMPORARY LIGHTING AND EGRESS SIGNS AS REQUIRED. TEMPORARY BARRIERS SHALL BE DUST RESISTANT AND/OR WEATHER RESISTANT AS REQUIRED TO PROTECT OCCUPANTS, THE GENERAL PUBLIC, EXISTING FINISHES AND EQUIPMENT.
13.

OWNER TO COORDINATE CONSTRUCTION DETAILS AND METHODS DIRECTLY WITH CONTRACTOR. ARCHITECT NOT LIABLE FOR CONSTRUCTION METHODS OR EXECUTION.
14.

NOTES AND DETAILS ON DRAWINGS SHALL TAKE PRECEDENCE OVER GENERAL NOTES.
15.

CONTRACTOR TO REMOVE ALL RUBBISH AND WASTE MATERIALS ON A REGULAR BASIS, TO THE SATISFACTION OF THE OWNER AND AS REQUIRED BY LOCAL ORDINANCE.
16.

INSTALL ALL FIXTURES, EQUIPMENT, AND MATERIALS PER MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR TO PROVIDE AND COORDINATE COMPATIBLE SUBSTRATES, FRAMING, BACKING, MECHANICAL, ELECTRICAL, AND PLUMBING ROUGH-IN REQUIREMENTS.
17.

ON CONTINUOUS WALL SURFACES, WHERE CONSTRUCTION INVOLVES MORE THAN ONE MATERIAL, FINISH OR MATERIAL THICKNESS, ALIGN FACE OF ADJACENT FINISHES, UNLESS OTHERWISE NOTED.
18.

ALL FINISHES, MATERIALS AND EQUIPMENT SHALL BE CONTRACTOR FURNISHED / CONTRACTOR INSTALLED, UNLESS OTHERWISE NOTED.
19.

ALL WOOD IN CONTACT WITH MASONRY OR CONCRETE TO BE PRESSURE TREATED.
20.

PROVIDE EXTERIOR GRADE WOOD WITH CORROSION RESISTANT FASTENERS WHERE EXPOSED TO WEATHER.
21.

SEPARATE ALL DISSIMILAR METALS TO PROTECT FROM GALVANIC CORROSION.
22.

ALL ROOF AND WALL PENETRATIONS SHALL BE SEALED WATER-TIGHT WITH MATERIALS COMPATIBLE WITH EXISTING FINISHES TO REMAIN OR NEW FINISH MATERIAL PER MANUFACTURER'S SPECIFICATIONS.
23.

PROVIDE FIRE SEALANT TO PERIMETER OF ALL PIPING, HVAC SLEEVING OR OTHER TYPE OF THRU-WALL PENETRATION.
24.

GENERAL CONTRACTOR SHALL PROVIDE ADDITIONAL CONCRETE AS REQUIRED BY MECHANICAL AND/OR ELECTRICAL.
25.

PROVIDE SOLID BLOCKING AS REQUIRED FOR ALL WALL MOUNTED ACCESSORIES.
26.

PAINT ALL EXPOSED SURFACES, EXCEPT WHERE ITEMS ARE SCHEDULED TO REMAIN NATURAL OR ARE OTHERWISE RESTRICTED BY LOCAL CODES, ORDINANCES OR AUTHORITIES HAVING JURISDICTION.
27.

CONTRACTOR SHALL PROTECT EXISTING PAVING AND WALKS THAT REMAIN AND REPAIR OR REPLACE ANY DAMAGE AS A RESULT OF CONSTRUCTION.
28.

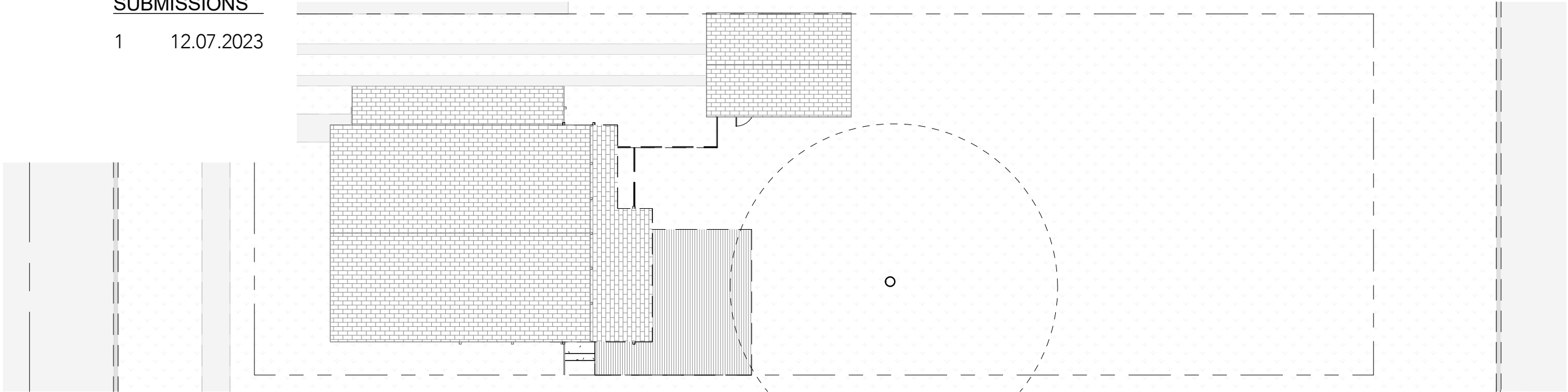
CONTRACTOR TO PROVIDE SUBMITTALS TO ARCHITECT AND OWNER FOR ALL FIXTURES, FINISHES, MATERIALS, HARDWARE, EQUIPMENT AND APPLIANCES ETC.

BREWER HOUSE

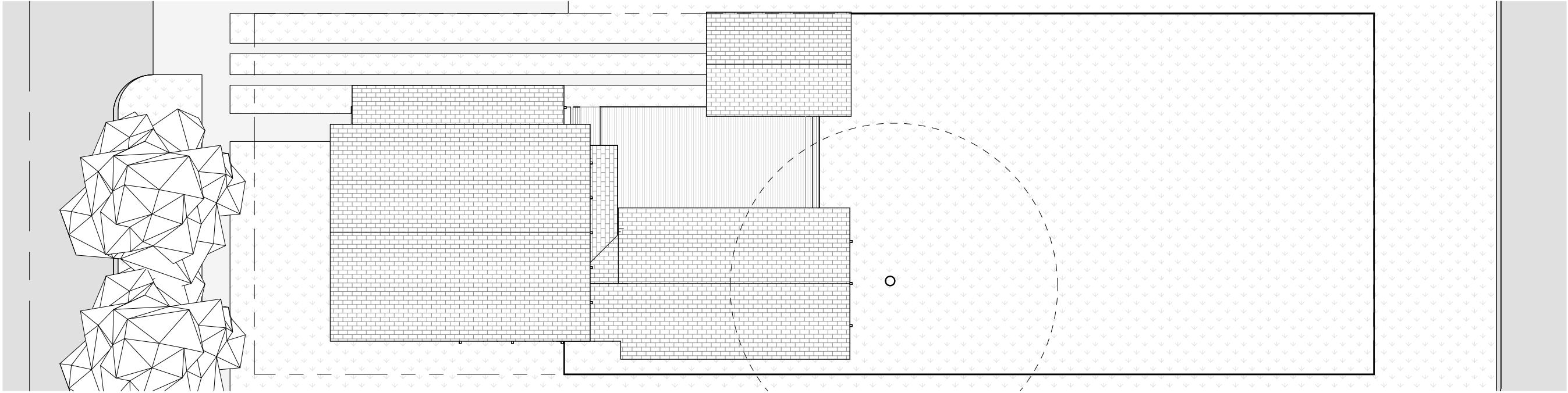
ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A101
SITE PLAN



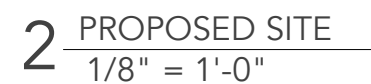
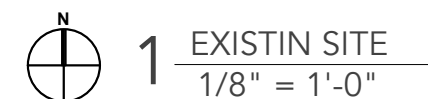
1 SITE_EXISTING
1/16" = 1'-0"



2 SITE_PROPOSED
1/16" = 1'-0"

Item 2

DETAIL SITE PLANS

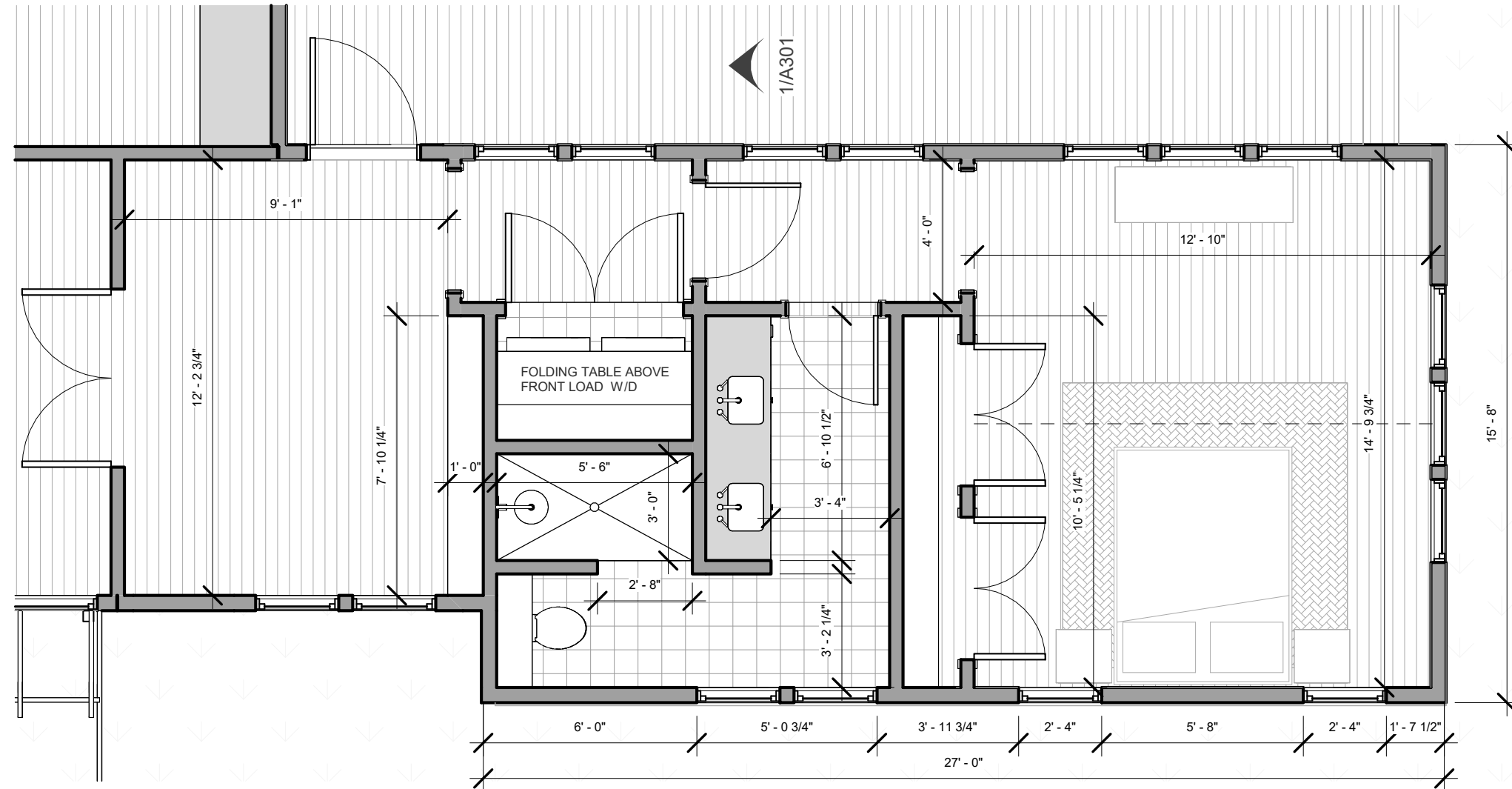


Item 2.

SUBMISSIONS

1	12.07.2023
---	------------

SHEET:
A202
FLOOR PLAN



1 FLOOR PLAN
1/4" = 1'-0"

BREWER HOUSE

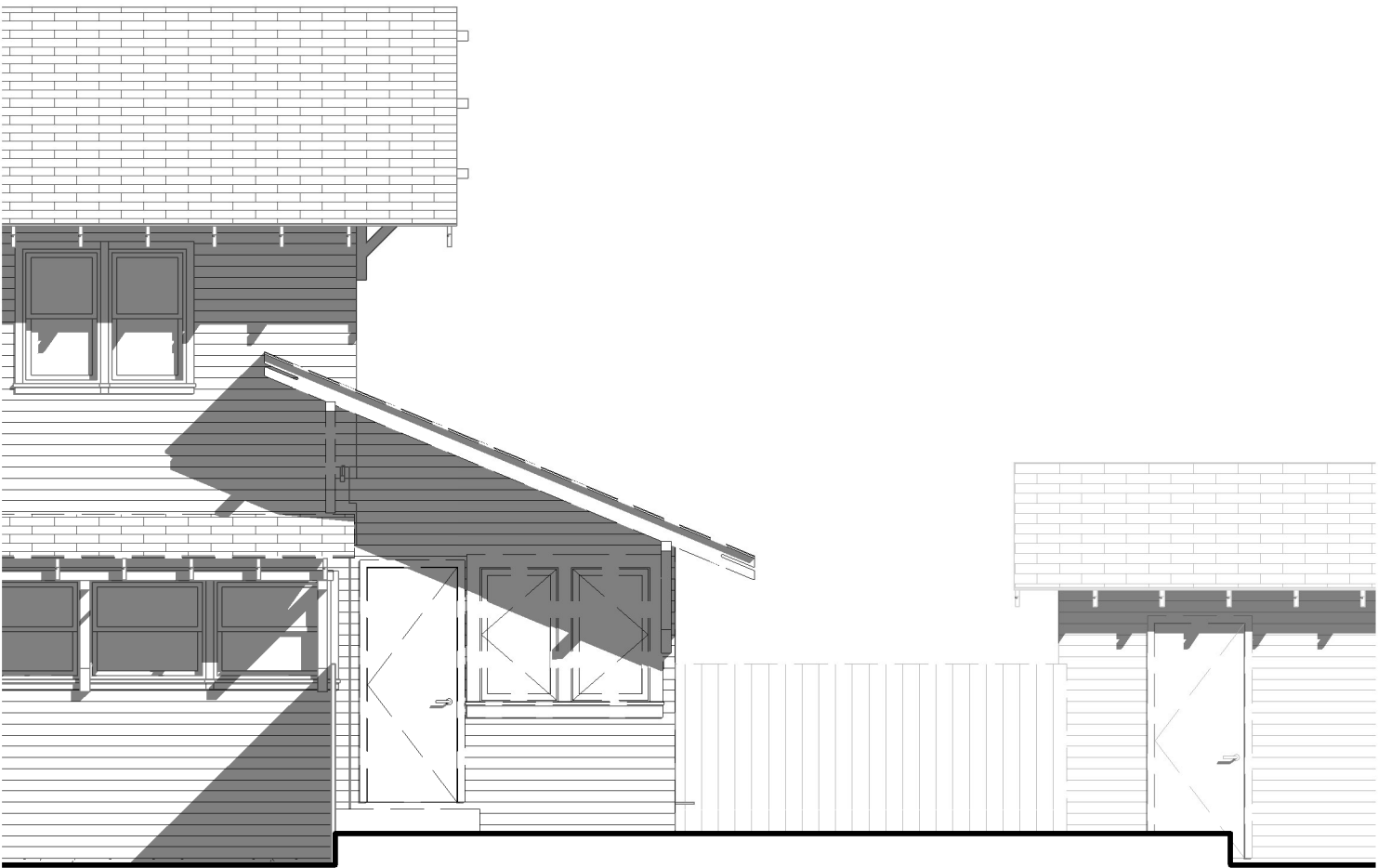
ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A301
EXISTING ELEVATIONS



1 EAST ELEVATION
3/16" = 1'-0"



2 SOUTH ELEVATION
3/16" = 1'-0"

BREWER HOUSE

ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A302
PROPOSED ELEVATIONS



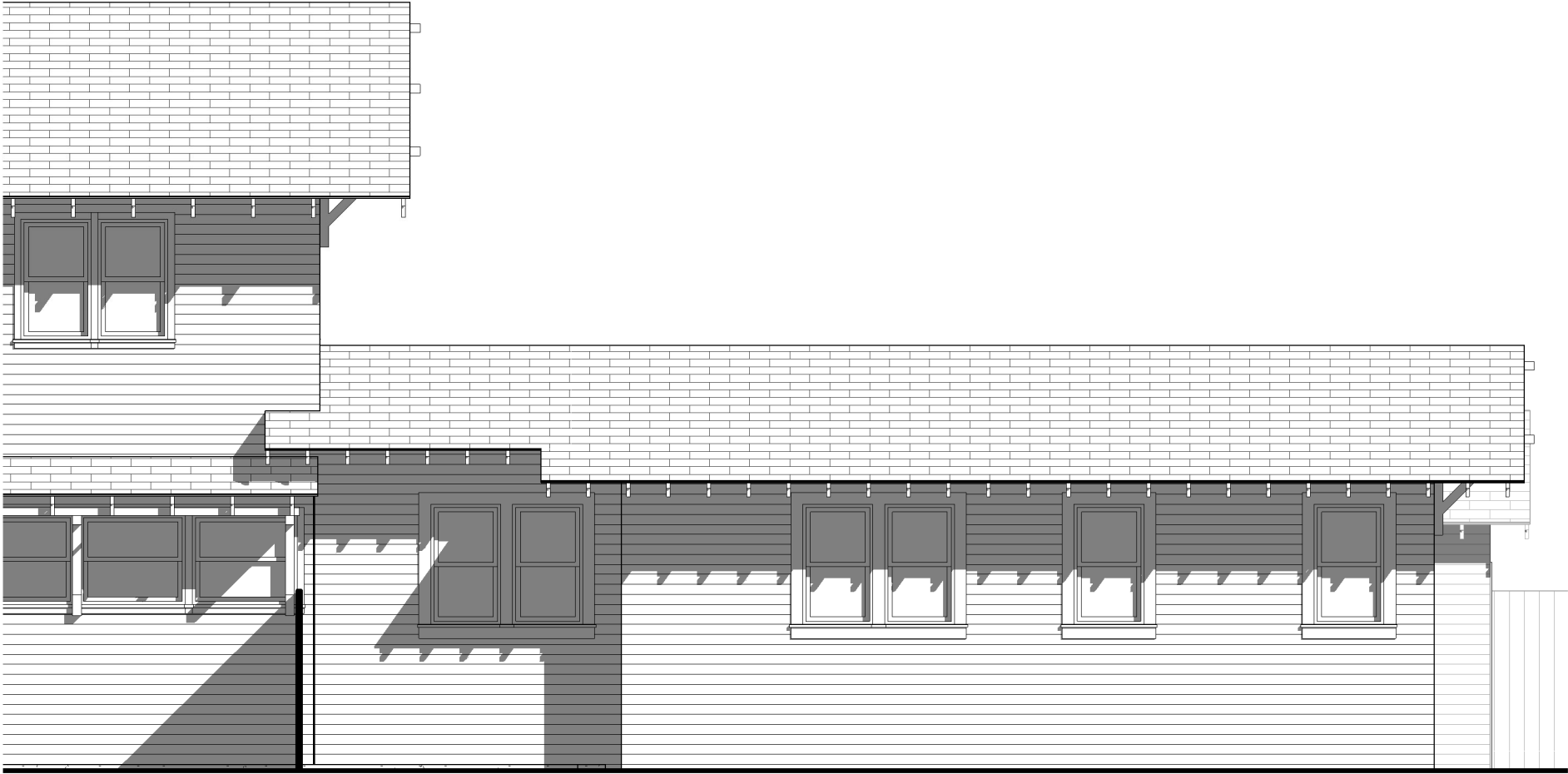
1 EAST ELEVATION
3/16" = 1'-0"

BREWER HOUSE

ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A303
PROPOSED ELEVATIONS CONT.



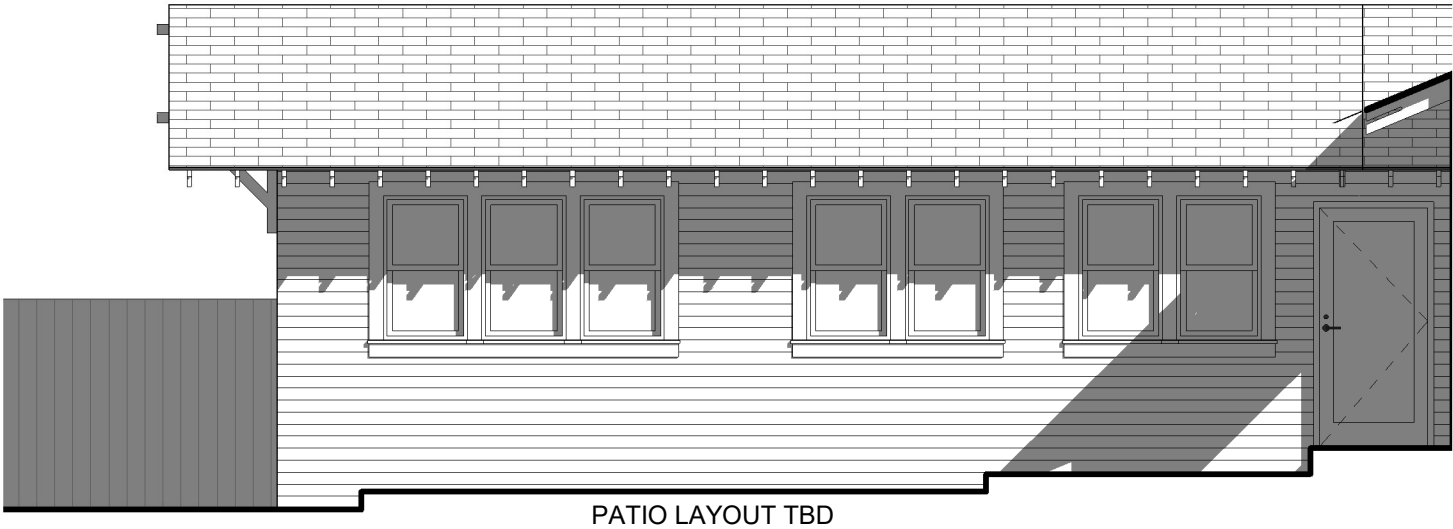
1 SOUTH ELEVATION
3/16" = 1'-0"

BREWER HOUSE

ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A304
PROPOSED ELEVATIONS CONT.



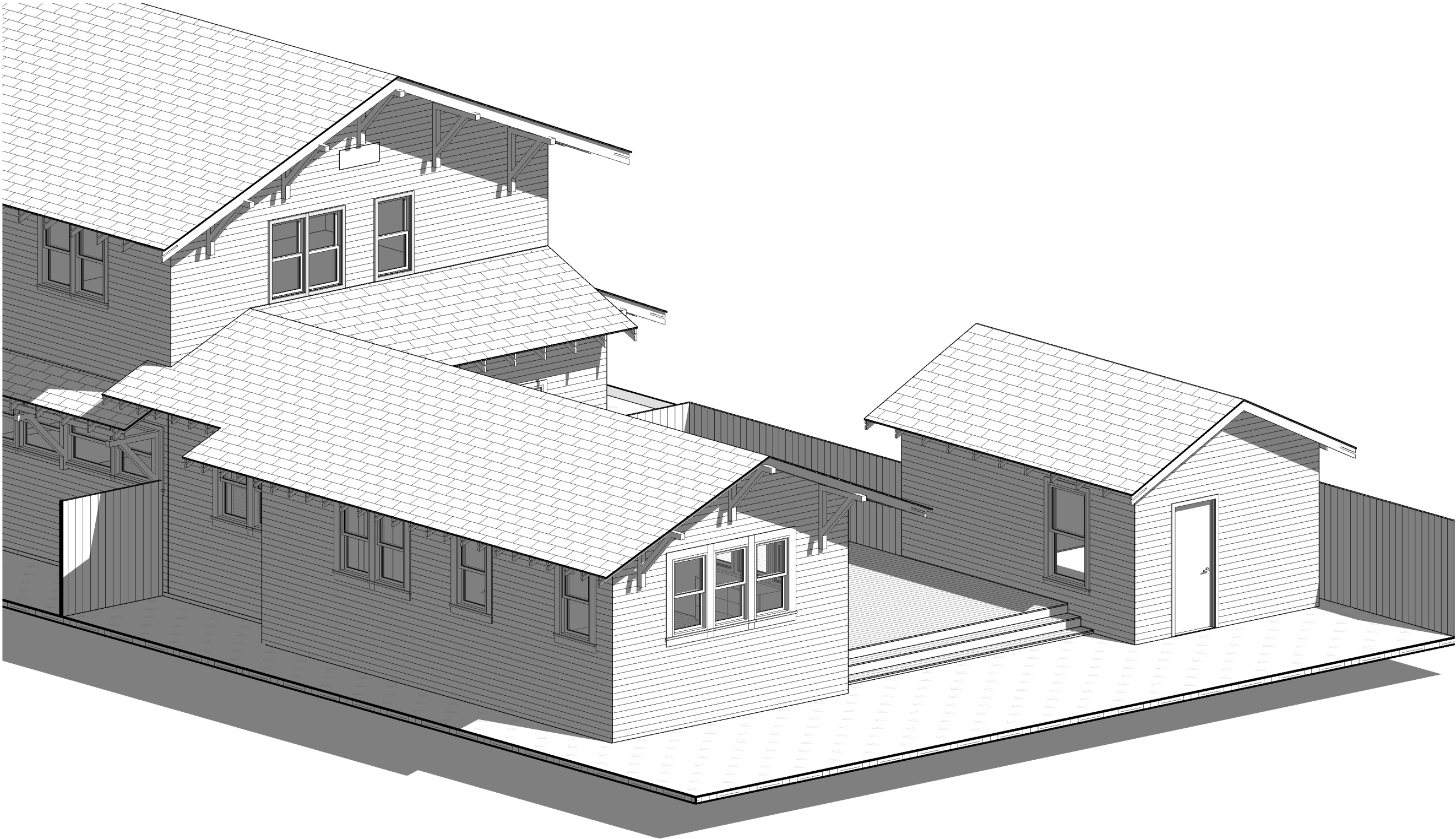
1 NORTH ELEVATION
3/16" = 1'-0"

BREWER HOUSE

ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A401
PERSPECTIVES

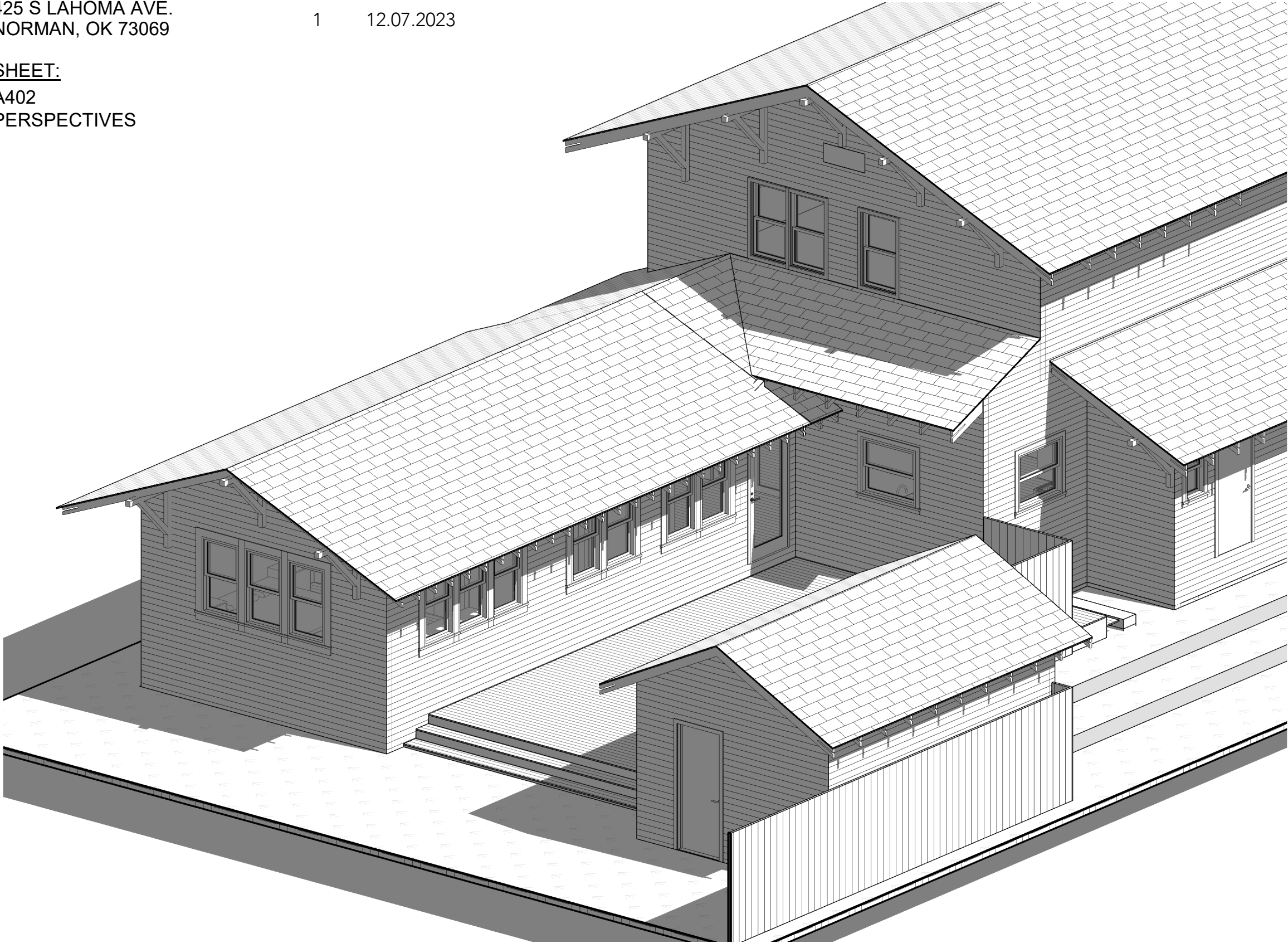


BREWER HOUSE

ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A402
PERSPECTIVES

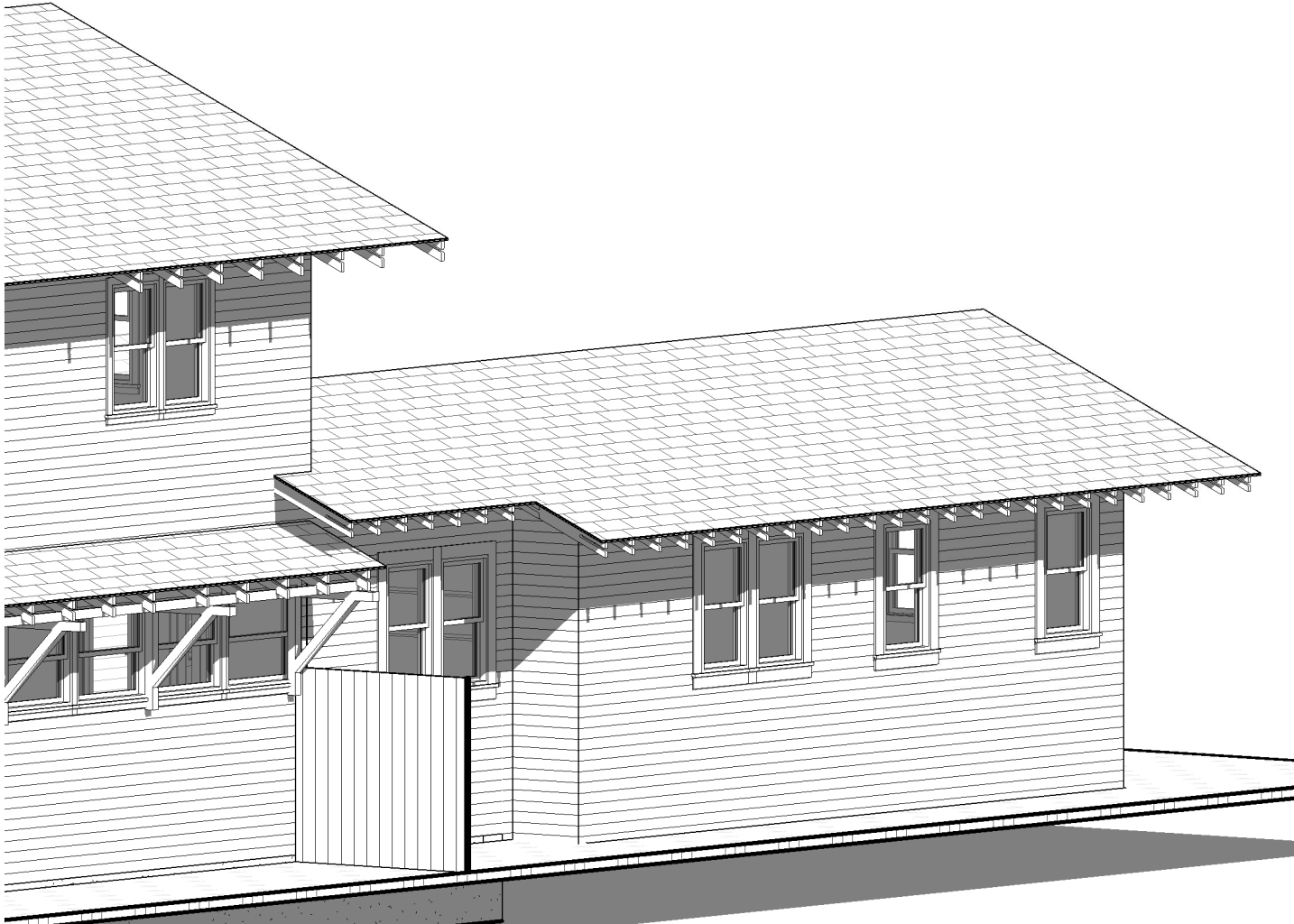


BREWER HOUSE

ADDRESS:
425 S LAHOMA AVE.
NORMAN, OK 73069

SUBMISSIONS
1 12.07.2023

SHEET:
A403
PERSPECTIVES



425 S Lahoma - Proposed Addition
Materials Overview

Windows – Custom wood windows with single pane glazing, as designed in the drawings.

Doors – Repurposed wood door with single pane glazing, as designed in the drawings.

Siding – Wood lap siding to match the existing house.

Roofing Material – composite shingle to match existing composite shingle on primary residence.

425 S Lahoma Ave
Historic District Commission





Item 2.



Item 2.



Item 2.



Item 2.



Item 2.



Item 2.



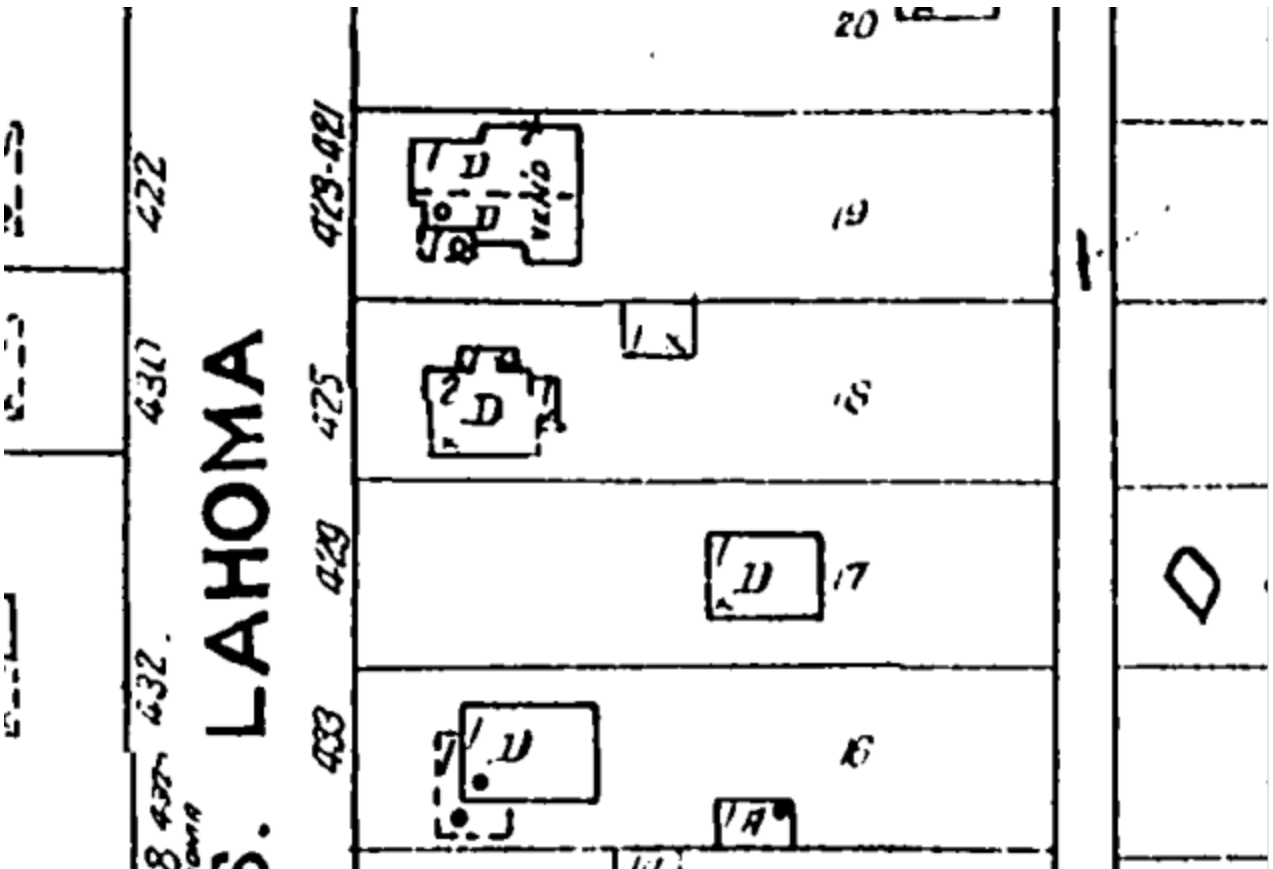
Item 2.

Tree Preservation Plan - 425 S Lahoma Ave

Existing ~14" caliper pecan tree will be preserved to any extent possible. A landscape architect with arborist expertise will be engaged to provide a tree preservation plan to protect the pecan tree. A protective barrier will be carved out during foundation pouring and contractors will be instructed according to what is outlined by landscape architect.



2021 Aerial



1944 Sanborn Insurance Map


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

Application Submittal Steps:

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

COA Application Review Process:

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

The City of Norman Historic District Commission FOR CERTIFICATE OF APPROPRIATENESS (COA)		Staff Only Use HD Case #: Date: Received by:	Item 3.
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:		606 Miller Ave, Norman, OK 73069	
Applicant's Contact Information:			
	Applicant's Name: Robert Fightmaster		
	Applicant's Phone Number(s): 405-826-4651		
	Applicant's E-mail address: rfightou@gmail.com		
	Applicant's Address: 12513 Shire Lane, Oklahoma City, OK 73170		
	Applicant's relationship to owner: <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input checked="" type="checkbox"/> Owner		
Owner's Contact Information: (if different than applicant)			
	Owner's Name: Robert Fightmaster		
	Owner's Phone Number(s): 405-826-4651		
	Owner's E-mail: rfightou@gmail.com		
Project(s) proposed: (List each item of proposed work requested. Work not listed cannot be reviewed.)			
1)	Amendment to existing COA to substitute siding materials. Seeking substitution of 5.375 inch tongue and groove(5 inch installed),ship-lap, real wood siding. This will be both the home and		
2)	the detached garage(except the required firewall of garage that abuts neighbor.) All other aspects of COA will remain unchanged.		
3)	Amendment to existing COA to substitute 4X6 columns to 4 porch columns vs covering existitng columns with wood to form faux column. Wood will be smooth and painted.		
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: 			Date: 12/14/2023
<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.			
Authorized Representative's Printed Name:			
Authorized Representative's Signature:			Date:

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

Supporting Documents

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

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

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

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

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

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

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

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

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

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

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



5.375 in x .75 in x 12 ft white wood siding.

Smooth surface

V-Groove Siding



V-Groove Siding

Popular in early and mid-20th century houses V-groove wood siding was a simple design common in 5", 6", 8", and 10" widths that were installed horizontally with a rabbeted bottom to self-space each proceeding course.

What sets V-groove siding apart from **basic shiplap** is the slight chamfer cut into the top and bottom of each piece so that when installed there is a slight "V" pattern between each course.



Severe Weather 4-in x 6-in x 8-ft #2 Southern Yellow Pine Ground Contact Pressure Treated Lumber

Item #314385 | Model #Y240608-GC

[Shop Severe Weather](#) ★★★★☆ [4130](#)



Get Pricing & Availability

[Use Current Location](#)

- #2 Southern yellow pine
- Ground Contact
- Actual: 3.5-in x 5.5-in

Common Length Measurements

12-ft **8-ft** 16-ft



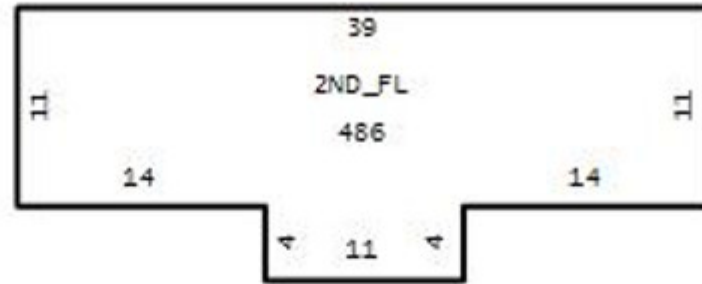
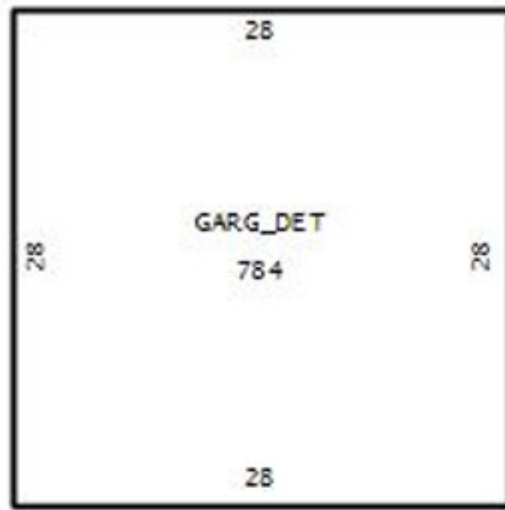
Easy & Free
Return your item
no charge. [Learn More](#)

Here are some similar items ...





Replace existing damaged asbestos tile shingles with 8 inch overlap composite smooth wood siding. Replace storm door with full view aluminum glass door. Cover existing porch structure with 8 inch cedar planks. May be used to form a faux column or 8 x8 inch cedar columns may be installed. Cedar accent shutters added lower level windows. Home to be repainted.



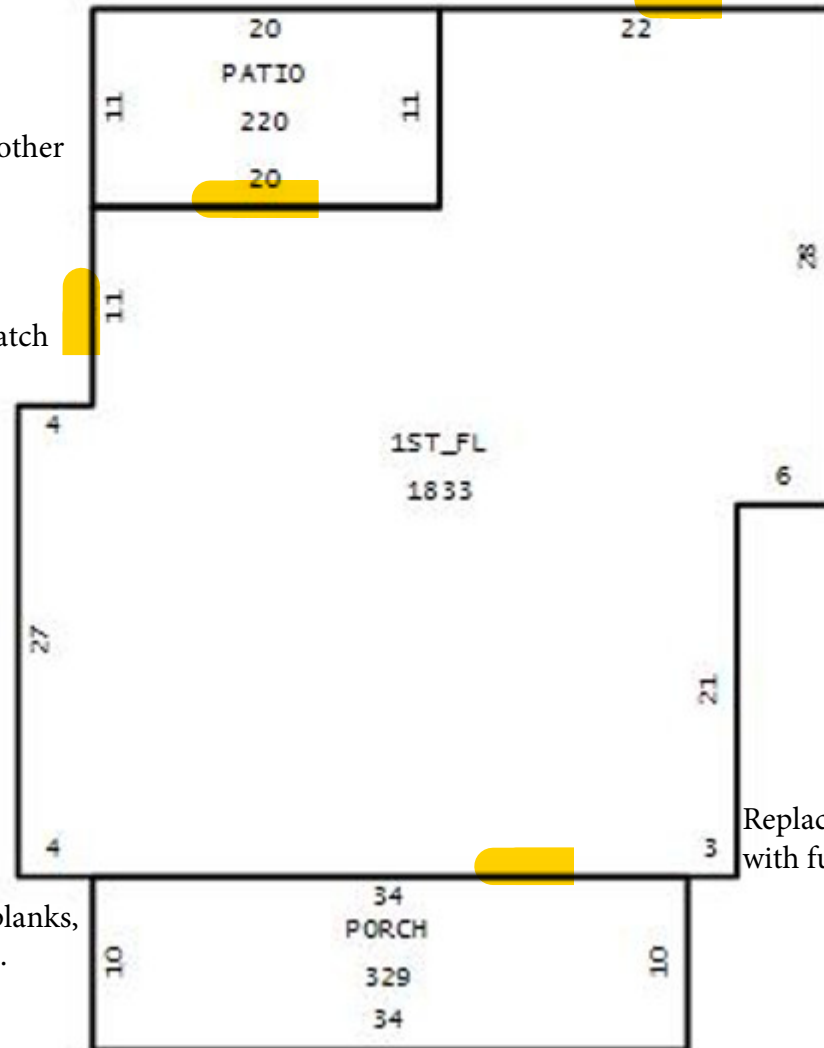
Replace Storm Door to Kitchen with full view storm door.

Replace existing door with aluminum window to match other replaced windows

Replace Window with aluminum window to match other replaced windows.

Replace existing concrete tile siding of entire home and garage with 8 inch wood composite siding. Siding will be painted.

Cover exterior of existing porch structure with cedar planks, build faux 8x8 columns or replace with cedar columns. Paint interior of structure to match stained cedar.



Replace Entry Storm Door with full view storm door.

[Building Supplies](#) / [Siding & Stone Veneer](#) / [Composite Siding & Accessories](#) / [Composite Siding Panels](#)

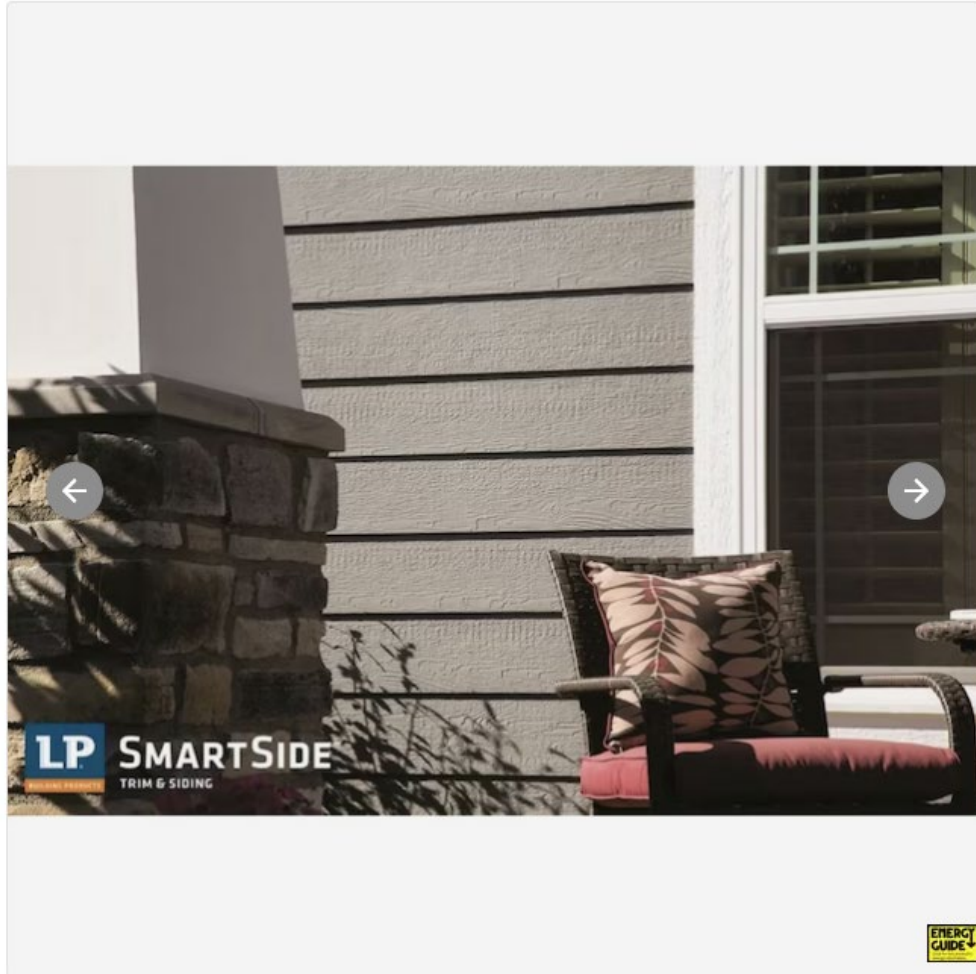
SmartSide 0.375-in x 8-in x 192-in Primed Wood Composite Lap Siding (10.45-Sq.Ft/P)

Item #572643 Model #25797

Shop SmartSide   265 



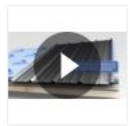
+3



This will be smooth wood siding, no grain.

12 ft. SM-Rib Galvalume Steel 29-Gauge Roof/Siding Panel in Slate

★★★★★ (30) Questions & Answers (82)



Hover Image to Zoom

Share Print

Andersen

2000 Series 36 in. x 80 in. White Universal Full View Aluminum Storm Door with Nickel Hardware

★★★★★ (1614) Questions & Answers (656)



Hover Image to Zoom

RELIABILT 1-in x 8-in x 8-ft Unfinished Cedar Board

Item #803695 Model #CD10808

★★★★★ 37



RELIABILT 46000 Series 35.5-in x 47.5-in x 2.6-in Jamb Aluminum New Constructi

Item #1790295 Model #ASHB3648RB

Shop RELIABILT ★★★★★ 31





606 Miller Ave Norman, OK



Damaged siding on south side of home



Damaged siding on porch



Damaged siding on north side of home



Storm door to be replaced with Aluminum full view storm door.



Garage is covered in asbestos tile shingles. Back section shingles have been covered with old wood siding.

All is in really bad condition. None appear to be original to property. Propose to replace with 8 inch overlap composite wood siding.

South side of garage is on property line with neighbor. This will require fire safety changes to this side of home. Cement fiber overlap non-combustible siding will be used on this section. Soffit to be added to cover rafters. Soffit and Fascia to be non combustibile siding per code.



Full back view of Home



Back of home covered in 3 different types of siding. Asbestos shingles on kitchen. 2 different types of wood siding on other part of back of home. None appear to be original to property.

Propose to replace with 8 inch overlap composite wood siding.

Propose replacement of storm door on kitchen with Full view aluminum glass storm doors that match front of house.

Propose removal of door to bedroom/laundry room. Aluminum window that matches the other replaced windows would be installed.



Propose replace of window on 3rd bedroom/Laundry room to aluminum window that matches other replacement windows previously installed.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/08/2024

REQUESTER: RYAN FIGHTMASTER

PRESENTER: ANAIS STARR, PLANNER I

ITEM TITLE: (HD 23-45) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN AMENDMENT TO A CERTIFICATE OF APPROPRIATENESS (HD 23-31) FOR THE PROPERTY LOCATED AT 606 MILLER AVENUE TO: 1) REPLACE EXTERIOR SIDING ON THE HOUSE AND GARAGE WITH WOOD SHIPLAP SIDING; 2) RECONSTRUCT THE NON-ORIGINAL FRONT PORCH WITH WOOD COLUMNS AND A METAL ROOF AS SHOWN ON SUBMITTED DRAWINGS.

<u>Property Location</u>	606 Miller Avenue Miller Historic District
<u>Owner</u>	Ryan Fightmaster
<u>Request</u>	(HD 23-45) Consideration of approval, rejection, amendment, and/or postponement of an amendment to a Certificate of Appropriateness (HD 23-31) for the property located at 606 Miller Avenue to: 1) replace exterior siding on the house and garage with wood shiplap siding; 2) reconstruct the non-original front porch with wood columns and a metal roof as shown on submitted drawings.

Property History

Historical Information

2004 Miller Historic District Nomination Survey Information:

606 South Miller Avenue. Ca. 1909. Bungalow/Craftsman. This noncontributing, two-story, asbestos-sided, single dwelling has a concrete foundation and an asphalt-covered, gabled roof. The replacement metal windows are four-over-four hung and the wood door is paneled. The full-width porch has been altered to a flat, fiber-glass roof supported by wrought iron columns. Other exterior features include a clipped gabled dormer. Decorative details include double windows and art glass in the wing window. There is a garage to the rear. The buildings are noncontributing due to a lack of historic integrity.

Sanborn Insurance Maps

The primary structure is indicated in its present location on the 1925 and 1944 Sanborn map and also show a garage structure on the northwest corner of property. This indicates that the present-day garage structure located on the southwest corner of the property was constructed post-1944.

Previous Actions

October 2, 2023 - A Certificate of Appropriateness was approved for replacement of exterior siding on the house and garage with alternative material and for the addition of an alternative material soffit to the garage; replacement of a rear window and door with metal windows; and modification of the non-original front porch, all as submitted except the front porch columns are to be composed of smooth painted surface material, either wood or alternative material.

Overall Project Description

As indicated above, the applicant received a Certificate of Appropriateness to replace the cement shingles with an alternative material lap siding in an eight (8") inch width. Additionally, the Certificate of Appropriateness approved the encasing of the metal front porch columns with wood and replacement of the fiberglass roof with metal roofing. Staff visited the site on December 13, 2023 and found the front porch completely removed and wood shiplap siding being installed. The Historic Preservation Officer issued a "Stop Work" order on December 14, 2023 as these two work elements did not meet the approved COA issued.

Prior to the commencement of construction at this site, the property owner and the contractor were unable to find the alternative material siding in the smooth finish and substituted the wood shiplap believing it would be acceptable substitute. Additionally, the applicant's contractor removed the entire front porch while removing the cement shingles from the house's exterior walls. The applicant is now requesting to amend their COA for replacement of the cement siding with five (5') inch wood shiplap and to be allowed to reconstruct the porch utilizing solid wood columns instead of re-installing metal columns and then encasing them. The remainder of the porch is to be reconstructed except the metal roofing will replace the fiberglass siding as previously approved and shown in submitted drawings.

1) TO REPLACE EXTERIOR SIDING ON THE HOUSE AND GARAGE WITH WOOD SHIPLAP SIDING

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.*

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.

Staff Comments

This request is an *ex post facto* review of proposed work which requires the Commission to review the case as if the work has not occurred.

The applicant was approved to replace the existing cement shingle with either eight (8") inch wood composite or cement fiber lap siding as this material most closely emulated the look of wood lap siding seen in the Miller Historic District. The *Preservation Guidelines* state that non-contributing structures, such as these, should only be controlled to the degree necessary to make them compatible with the general atmosphere of any district with regard to exterior alterations. The proposed five (5") inch wood shiplap siding is not an exterior material seen in the Miller Historic District.

The Commission would need to determine if five (5") inch wood shiplap siding meets the *Preservation Guidelines* and determine if it is compatible with the surrounding neighborhood.

Commission Action: Consideration of approval, rejection, amendment, and/or postponement of an amendment to a Certificate of Appropriateness (HD 23-31) for the property located at 606 Miller Avenue to: 1) replace exterior siding on the house and garage with wood shiplap siding;

2) RECONSTRUCT THE NON-ORIGINAL FRONT PORCH WITH WOOD COLUMNS AND A METAL ROOF AS SHOWN ON SUBMITTED DRAWING.

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

3.16 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. 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.*

Staff Comments

This request is an *ex post facto* review of proposed work which requires the Commission to review the case as if the work has not occurred.

The applicant is proposing to reconstruct the porch, however, he wishes to use solid wood columns instead of encasing the metal porch columns as previously approved. He will still utilize metal roofing as previously approved and will keep the original design of the porch as shown in his submitted drawings.

As indicated during the original COA approval review in October, the porch is made of metal indicating it is a modern-day addition. The applicant's proposal to add solid wood columns and fascia, would make this front porch more compatible with the neighborhood.

There is no other proposed changes to the porch - the design will remain the same as previously approved.

The Commission would need to determine if the reconstruction of the front porch using solid columns and metal roof as shown on submitted drawings on this non-contributing structure meets the *Preservation Guidelines* and if this is compatible with the surrounding Miller Historic District.

Commission Action: (HD 23-45) Consideration of approval, rejection, amendment, and/or postponement of an amendment to a Certificate of Appropriateness (HD 23-31) for the property located at 606 Miller Avenue to: 2) reconstruct the non-original front porch with wood columns and a metal roof as shown on submitted drawings.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/08/2024

REQUESTER: HISTORIC DISTRICT COMISSION

PRESENTER: ANAIS STARR, PLANNER I

ITEM TITLE: STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS
AND ADMINISTRATIVE BYPASS ISSUED SINCE DECEMBER 4, 2023.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/08/2024

REQUESTER: HISTORIC DISTRICT COMISSION

PRESENTER: ANAIS STARR, PLANNER I

ITEM TITLE: DISCUSSION OF PROGRESS REPORT REGARDING FYE 2023-2024
CLG GRANT PROJECTS.
