

**City of Norman, OK
HISTORIC DISTRICT COMMISSION
MEETING AGENDA**

Amended

Monday

October 3, 2022

5:30 p.m.

201 W. Gray, Building A, Conference Room D

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.

1. Roll Call.

2. Approval of the Minutes from the July 5, 2022 Regular Meeting.

Action Needed: Approve or amend the Minutes from last meeting.

3. HD (22-25) Consideration of a Certificate of Appropriateness request for removal of vinyl siding and replacement of damaged wood siding on all exterior elevations, replacement and modification of roof structure, replacement of discontinued metal roofing material with similar metal roofing material, and for installation of solar panels on the flat roof top for the property located at 610 Miller Avenue.

Public Hearing:

Staff Presentation
Applicant Presentation
Public Comments
Close Public Hearing
Commission Discussion

Action Needed: Consideration of approval, rejection, amendment, and/or postponement of the request.

4. HD (22-26) Commission review and feedback regarding the proposed demolition of existing structure and reconstruction of new structure for the property located at 904 Miller Ave.

Action Needed: No action needed – for review and feedback only.

5. HD (22-27) Commission review and feedback on the replacement of the non-original exterior siding for the property located at 412 Chautauqua Avenue.

Action Needed: No action needed – for review and feedback only.

6. Discussion of Historic District Commission Meeting Calendar for 2023.

Action Needed: No action needed- for informational purposes only.

7. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since July 5, 2022 and consideration of approval, rejection, amendment and/or postponement of six-month extension requests for expiring COAs.

Action Needed: Consideration of approval, rejection, amendment, and/or postponement of the requests to grant six-month extensions.

8. Discussion of progress report regarding the FY 2022-2023 CLG Grant Projects.

Action Needed: No action needed – for informational purposes only.

9. Miscellaneous comments of the Historic District Commission and City Staff.

10. Adjournment.

HISTORIC DISTRICT COMMISSION

MINUTES OF

July 5, 2022

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on July 5, 2022 at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray, Building A, the Norman Municipal Complex and at www.Normanok.gov 24 hours prior to the beginning of the meeting.

Chair Emily Wilkins called the meeting to order at 5:33 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT: Joan Koos
 Shavonne Evans
 Emily Wilkins
 Barrett Williamson*
 Mitch Baroff
 Aaron Brooks
 Brent Swift

MEMBERS ABSENT: Michael Zorba
 Taber Halford
 Mitch Baroff

A quorum was present.

*Commissioner Barrett Williamson arrived at 5:34 PM.

STAFF MEMBERS PRESENT: Anaïs Starr, Planner II, Historic Preservation Officer
 Jeanne Snider, Assistant City Attorney
 Tara Reynolds, Financial Mgmt Analyst

GUESTS: Savannah Owen
 Katie & David Miller, 518 Chautauqua
 Stanley Berry, 820 Clement Dr
 Julie Blacksten
 Andy Darks, 819 Clement Dr.
 Devon Miller via Zoom

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Item No. 2, being: Approval of the Minutes from the May 2, 2022 Regular Meeting.

Motion by Shavonne Evans for approval of the minutes from the May 2, 2022 regular meeting; **Second** by Aaron Brooks.

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

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Item No. 3, being: HD (22-20) Consideration of an amendment to Certificate of Appropriateness 20-05 (approved for an addition and covered patio) to allow for the substitution of textured cement fiberboard siding for smooth cement fiberboard siding on the addition and for the installation of an outdoor fireplace on the covered patio for the property located at 518 Chautauqua Avenue. (Note: this project is currently under construction).

Motion by Brent Swift to approve Item No. 3 as submitted; **Second** by Aaron Brooks.

Anaïs Starr presented the staff report:

- The applicant is requesting an amendment due to a shortage of materials. The textured fiberboard has already been installed. They also wish to add an outdoor fire pit as well, which the guidelines do not address. The outdoor fire pit will not be visible from the front viewpoint.

The applicant's representative, Stan Berry, and the owner, Katie Miller discussed the project:

- There was a 2 year wait for the smooth siding, and it didn't seem practical to wait that long. There was a miscommunication between the owners, Historic District, and contractor. The siding went on around the first of the year.

No public comments were made.

Motion by Brent Swift to approve the fire place as submitted; **Second** by Aaron Brooks. The motion passed 6-0.

Motion by Joan Koos to approve the substitution of textured cement fiberboard siding as submitted; **Second** by Shavonne Evans.

Commission discussion consisted of:

- Commissioner Swift believes the smooth siding is available today.
- Commissioner Evans said if the textured fiberboard is approved that is setting a precedent going forward, and the Commission doesn't want this mistake happening again.
- The applicant is not happy with the textured siding and would still consider getting smooth because he wants it to match the other structures. The neighboring garage has smooth siding.

- There was discussion about setting a precedent for this. Their move in date is September. Can the siding be flipped over to the smooth side and reinstalled? The representative says no.
- Commissioner Brooks said if it's not that heavily textured it can be painted and it could look smooth from the front.
- Commissioner Swift suggested giving the owner a window of time to remedy the situation. Commissioner Williamson suggested 2 years. Staff suggested 6 months, but the applicant said due to shortages that is not enough time. Commissioner Swift suggested starting buying the product in smaller batches.
- A period of 2 years was agreed upon, Staff will check back at that time.

Motion by Aaron Brooks to amend the motion to allow the homeowners 2 years to replace the textured cement fiberboard siding for smooth cement fiberboard siding on the addition; **Second** by Brent Swift.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

Ms. Starr noted that the applicants have 10 days to appeal this decision with the Board of Adjustment if they so choose.

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Item No. 4, being: HD (22-21) Consideration of a Certificate of Appropriateness for the installation of a swimming pool for the property located at 518 Chautauqua Avenue.

Motion by Shavonne Evans to approve Item No. 4 as submitted; **Second** by Joan Koos.

Anais Starr presented the staff report:

- The request is to place the swimming pool behind the garage. The guidelines allow for administrative approval in the rear yard, but due to the location this requires Commission approval.

The applicant, Dave Miller, discussed the project:

- The children play directly behind the house, and behind the garage was deemed the safest location to install the pool.

There were no public comments made.

Commission Discussion:

- This location is not visible from the front, and the Commission can see no issues with it.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

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Item No. 5, being: HD (22-22) Consideration of a Certificate of Appropriateness request for the replacement of all windows in the structure, replacement of front and rear doors, removal of front porch wall, installation of additional front steps and installation of new walkway, removal of front door sidelight and relocation of front door, replacement of soffit with different design, demolition of existing shed and replacement with a free-standing covered patio for property located at 720 S Lahoma Avenue.

Motion by Shavonne Evans to approve the replacement of all windows as submitted; **Second** by Aaron Brooks.

Anais Starr presented the staff report:

- Windows are deteriorated and not currently operational.

The applicant, Devon Miller, discussed the project:

- He would like to keep the windows as similar as possible, but the current ones are rusted, bent, broken, and stuck shut. He would welcome recommendations for similar long lasting replacements.

There were no public comments made.

Commission Discussion:

- Commissioner Swift asked if the applicant had considered reglazing and sanding the panes, the applicant said that wasn't an option due to time constraints.
- There was a discussion about restoring the casement windows, or replacing with like steel windows. Some Commissioners believed the windows are repairable, and restoration is their first choice.

Motion by Brent Swift to amend the motion to allow repair/replace the existing window frames, hardware, glazing & glass, or replacement with new window frame with the same profile as existing in steel casement. **Second** by Barrett Williamson.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

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Motion by Aaron Brooks to approve the replacement of front & rear doors, & removal of front door sidelight & relocation of front door as submitted; **Second** by Joan Koos.

Motion by Aaron Brooks to amend the motion to include the removal of the front porch wall, installation of additional front steps and a new walkway as submitted. **Second** by Joan Koos.

Anais Starr presented the staff report:

- The sidelight would be removed to center the door on the new sidewalk. The planter would be removed. This structure is listed a non-contributing structure.

The applicant, Devon Miller, discussed the project:

- The current location of the steps are not convenient, and removal of the planter makes it more accessible. The carport is not functional because of it's small size. The front door will move over 2 inches.

Public comment was made by Andy Darks, 819 Clement Dr:

- Andy agreed with the Commission on their decision about the windows.

Commission Discussion:

- All of these requested items changes the historical character of the house. These alterations of the front façade of the house goes against the Historic District guidelines.
- The applicant said this is not a contributing structure, and denying these requests is not reasonable. He will seek demolition if the Commission does not grant him these requests.
- Applicant's representative, Savannah Owen, said due to having children the entrance needs to be made more accessible as it's currently unsafe.
- Commissioner Koos said the planter box is important; the stone matches the house, and the entire front would look different if it was removed.
- The planter boxes and carports are iconic for this house design, and the Commission would like to preserve this design.

There being no further discussion, a vote on the motion was taken. The motion failed unanimously.

Ms. Starr noted that the applicants have 10 days to appeal this decision with the Board of Adjustment if they so choose.

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Motion by Shavonne Evans to approve the replacement of soffit with different material as submitted; **Second** by Aaron Brooks.

Anais Starr presented the staff report:

- The applicant would like to replace the smooth soffit with a tongue and groove board with downlighting. It would run parallel to the house, and would not leave the current vent in place.

The applicant, Devon Miller, discussed the project:

- He prefers down lights because they are less maintenance, and the current soffit is in disrepair. He likes the tongue and groove board with the wood grain look.

No public comment was made.

Commission discussion:

- Commissioner Swift stressed that the Historic District guidelines specifically say to replace with like materials, and this proposal is not like materials or design.

- Commissioner Wilkins said the board should be smooth and look similar to what is currently there.
- There was a discussion about the modern design, and the Commission would like the applicant to stick with similar materials.

There being no further discussion, the following vote was taken:

<i>Aaron Brooks</i>	<i>Yes</i>
<i>Shavonne Evans</i>	<i>No</i>
<i>Joan Koos</i>	<i>No</i>
<i>Brent Swift</i>	<i>No</i>
<i>Emily Wilkins</i>	<i>No</i>
<i>Barrett Williamson</i>	<i>No</i>

The motion failed 6-1.

Ms. Starr noted that the applicants have 10 days to appeal this decision with the Board of Adjustment if they so choose.

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Motion by Barrett Williamson to approve the demolition of existing shed and replacement with a covered patio as submitted; **Second** by Shavonne Evans.

Anais Staff presented the staff report:

- The current concrete slab would be reused for the covered patio. There is no alley access in the rear. The patio cannot be seen from the front of the property.

The applicant, Devon Miller, discussed the project:

- The roof will mimic the pitch ratio of the house. It is a 6 post flat sloped roof using the same steel posts and trusses as the carport.

No public comment was made.

Commission discussion:

- No new concrete will be poured, and this isn't visible from the front.

There being no further discussion, a vote on the motion was taken. The motion passed 6-0.

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Item No. 6, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since May 2, 2022 and consideration of approval, rejection, amendment and/or postponement of six-month extension requests for expiring COAs.

904 Miller Ave: Property is still for sale.

518 Chautauqua Ave: Work is almost done.

620 Miller Ave: Work started but not completed.

518 S Lahoma: Demolition of the non-original addition is complete. Greenhouse has been removed. The construction of the new addition is in progress.

549 S Lahoma: BOA heard appeal, postponed to March 24, 2022, postponed again to April 28, 2022. Postponed to May 25, 2022. Applicant has replaced windows as per issued COAs

503 Tulsa St: Building permit issued and construction is nearing completion.

506 S Lahoma Ave: Work has started.

428 Chautauqua Ave: Building permit issued, and work is nearing completion.

904 Classen Blvd: Work has not started.

514 Miller Ave: Building permit has been issued and work is nearing completion.

521 Miller Ave: Building permit has been issued and work has not started.

508 Macy Street: Work has started. Waiting on window and siding.

418 Macy Street: Work has not started.

434 College Ave: Building permit issued. Demolition of attached addition is complete.

COA extension requests: 904 Classen Ave

No administrative bypass requests.

Item No. 7, being: Discussion of progress report regarding the FY 2021-2022 CLG Grant Projects.

\$ 150 NAPC Dues Spring 2022

\$5,000 C.A.M.P Training for Commissioners/Staff Nov. 9 & 18 2021

\$ 420 Education Mailing Mailed November 15, 2021

\$ 450 2nd Educational Mailing (HP Guidelines) Postcard sent February

\$ 100 Printing of HD Guidelines – Have printed 20, waiting for requests

\$1,200 Scanner & Software – Purchased in the process of scanning all HP documents

\$ 700 Extra Copies of Coloring Books – Parks will distribute at 4th of July & movie nights

\$ 295 Registration of Aaron Brooks for NAPC Forum

\$ 875 Registration for :Taber Halford, Anais Starr, Jeanne Snider and 2 other staff members for Main Street Code Workshop in August

\$1,107 Registration for A. Staff for CNU Conf in OKC, Virtual APA Conf

Total Expended approx. \$10,297 of \$10,750 Budgeted

Item No. 8, being: Miscellaneous comments of the Historic District Commission and City Staff.

2022-2023 Certified Local Government Grant Funds Budget

PROJECT 1: Educational Training - \$1,500

PROJECT 2: Memberships Dues for NAPC - \$150

PROJECT 3: Development of Historic Walking Tour Mobile App \$5,500

PROJECT 4: Quarterly Education Postcard - \$1,500

Total Budget Of CLG Funds - \$8,650

Item No. 9, being: Adjournment.

The meeting adjourned at 8:26pm p.m.

Passed and approved this _____th day of _____, 2022.

Emily Wilkins, Chair
Historic District Commission

Property Location: 610 Miller Ave
Chautauqua Historic District

Owner: Joyce Green

Representative: Lance Pound, Source Management Services

Request: HD (22-25) Consideration of a Certificate of Appropriateness request for removal of vinyl siding and replacement of damaged wood siding on all exterior elevations, replacement and modification of roof structure, replacement of discontinued metal roofing material with similar metal roofing material, and for installation of solar panels on the flat roof top for the property located at 610 Miller Avenue.

Historical Information:

2004 Miller Historic District National Registry Nomination Survey states:
610 South Miller Avenue. Ca. 1923. Bungalow/Craftsman. This contributing, two-story, stucco, single dwelling is a noteworthy example of a Craftsman house featuring a strong Spanish Colonial Revival influence. The building has a stucco foundation and a flat roof with vinyl-clad flat parapets and red ceramic tile canopies. The wood windows are vertical, four-over-one, hung and the wood door is glazed paneled with sidelights. The wraparound porch has full-height stucco piers and stucco walls with rectangular openings featuring rounded corners and contrasting banding. Other exterior features include a stucco-clad exterior chimney on the north side. Decorative details include exposed rafters and double and ribbon windows.

Sanborn Insurance Maps:

The 1944 Sanborn Insurance Map indicates the principal structure in the same location with a similar configuration as seen today. The Map also indicates a garage structure, behind the house, which is no longer present.

Background Information

There have been no COA requests for this property.

Project Description:

The property owner, Joyce Green, is seeking to repair damage suffered to the exterior walls and roof from the October 21, 2021 hail storm that hit the Miller Historic District.

She had hoped to remove the existing vinyl siding on the parapet walls and restore the wood siding underneath. However, the contractor upon examination found the wood to be deteriorated beyond restoration and recommended replacement. The property owner is seeking to remove both the vinyl and wood siding and replace with new wood siding that will have the same profile as the original wood siding.

In addition, the original red “barrel” metal roof panels were also heavily damaged and it is proposed that this material be replaced with a new metal roof panels. The contractor also found the roof awnings which hold the red roof panels are also severely deteriorated and will be need to be replaced in their entirety. In addition, her contractor has indicated that the roof awnings will need to be strengthened in order to support the weight of the metal roof panes. The contractor proposes the addition of a support arms on the underside of the roof awning along the entire expanse of the awning. These support structures will be partially visible from the street right-of-way in places. The addition of visible support structures requires review and approval by the Commission.

Lastly, the Ms. Green is interested in the installation of solar panels on the flat top portion of the roof.

Preservation Guidelines:

Exterior Walls

3.1 Standards for Administrative Bypass

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

.1 Removal of wall materials. *Removal of non-original or contemporary synthetic materials to reveal existing historic materials is permitted. If existing historic siding material underneath the non-original or contemporary synthetic materials has been removed, the reinstallation of appropriate/compatible material requires review by the Historic District Commission.*

3.2 Guidelines

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

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

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

.3 Replace Only Deteriorated Portions. *If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion in-kind rather than the entire feature. Match the original in material, design, dimension, detail, texture, and pattern. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.*

.4 Avoid Covering Original Materials. *Building materials and decorative elements are important character-defining components of historic buildings. It is not appropriate to remove or cover any wall material or detail with coatings or contemporary substitute materials. Vinyl and aluminum siding is not appropriate for use in historic districts.*

.5 Replace Missing Features. *When replacing an exterior wall or feature, replace it with a new wall or feature based on accurate documentation of the original or a new design that is compatible with the historic character of the building and the district. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.*

.6 Avoid False Historical Appearances. *Features or details of walls and fences that are introduced to a property shall reflect its style, period, and design. Fences and walls features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.*

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

Wood Features

3.3 Guidelines

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

.1 Preserve Original Features. *Retain and preserve wood features that contribute to the overall historic character of a building, including siding, shingles, cornices, brackets, pediments, columns, balustrades, and architectural trim.*

.2 Replace Only Deteriorated Elements. *If replacement of a deteriorated details or element of a wood feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, texture, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.*

.3 Replace Missing Features. *Replace missing wooden features based on accurate documentation of the missing original or a new design compatible in scale, size, material, and texture, with the style, period, and design of the historic building and the district as a whole. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.*

.4 Avoid False Historical Appearances. *Features or details that are introduced to a house shall reflect its style, period, and design. Features shall not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.*

.5 Rough Sawn Wood. *Avoid using rough sawn wood as is not appropriate for installation in historic buildings.*

.6 Skirts. *All solid skirt materials shall have vents installed to allow air to pass under the house and eliminate moisture from the wood foundation.*

.7 Treated Wood. *All treated wood shall be thoroughly dried prior to installation.*

.8 Cleaning. *Do not use excessive water pressure or sandblasting on wood surfaces as it pits the wood.*

.9 Defining Features. *Retain corner boards and window trim as they are character-defining features on houses with wood siding or replaced with historic accuracy.*

Roofs

3.9 Standards for Administrative Bypass

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

- .1 Re-Roofing.** Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof. Replacement in-kind of existing, non-historic composition roofing material with any type of contemporary asphalt, laminated or composition shingles is not subject to review and does not require a Certificate of Appropriateness.
- .2 Gutters.** Replacement or and installation of non-historic gutters and downspouts in-kind is not subject to review and does not require a Certificate of Appropriateness.
- .3 New Features.** New roof features such as skylights, solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae that are:
 - a. Located on rear of the structure, and not visible from the front right of way right-of-way. Corner lots are considered to have two front elevations.
- .4 Removal of Secondary Chimneys.** The removal of a non-functional, secondary chimney is allowed by Administrative Bypass if not visible from the front right-of-way.

3.10 Guidelines

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

- .1 Preserve Original Features.** Retain and preserve historic wood, tile and slate roofs as well as roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices.
- .2 Replace Only Deteriorated Portions of Roof Features.** If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion in-kind to match the original feature in design, dimension, detail, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.
- .3 Replacements Match Original.** If full replacement of historic roofing material or feature is necessary, replace it in-kind, matching the original in scale, detail, pattern, design, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.
- .4 Replace Missing Features.** Replace missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.
- .5 Built-In Gutters.** Retain and preserve built-in gutter systems.
- .6 Locate New Features and Mechanical Equipment Carefully.** New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae, shall be introduced carefully so as not to

compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.

.7 Retain the Original Roof Form and Details. *If attic space is converted into living space and dormers are added, retain the original roof pitch to avoid a “pop-up” appearance, especially on the front façade. Avoid adding details that did not exist originally.*

.8 Existing Dormers. *Original dormers shall be preserved and only elements beyond repair may be replaced. If a replacement is needed, original size and shape shall be maintained.*

.9 New Dormers. *New dormers must be functional, to allow light in or to add more living space, they should not be merely decorative and should be in keeping with the style of the historic house. They shall be located on the rear and inset from first-floor side wall below it. Set new dormers back from eave and do not extend above the ridge of roof.*

.10 Alternative Materials for Roofs. *Metal simulated clay, slate or other designs as well as other materials will be reviewed on a case-by-case basis to see if appropriate to the historic structure and compatible with the surrounding historic district.*

Utilities and Energy Retrofit

3.17 Standards for Administrative Bypass

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

.1 Storm Windows and Doors. *Interior storm windows are encouraged and do not require a COA. Exterior storm windows are allowable with a COA by administrative bypass if they meet the following criteria:*

- a. Metal storm windows and windows with painted, stained, or baked-enamel finish color compatible with the color of the existing window or door. Unfinished or clear anodized aluminum finishes are not permitted.*
- b. Storm windows and doors that do not obscure or damage the existing window/door and/or frame.*

.2 Solar Panels. *Solar panels installed on the “back” side of the house, or on the roof where they are not visible from the front right-of-way or public view.*

.3 Freestanding Solar Racks. *Solar racks can be installed at the rear of the property to create a shade structure or can be installed on an outbuilding, such as a garage roof, as long as they meet the following:*

- a. Located in the rear yard and not visible from the front right-of-way. Not taller than the principal structure. Less than 120 square feet.*

.4 Solar Tubes and Skylights. *If flat in profile and on the rear or back side of the house, and not visible from the front right-of-way.*

3.18 Guidelines

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

- 1. Retain Inherent Energy-Conserving Features.** *Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, as well as operable windows, transoms, shutters, and blinds.*
- 2. Use Traditional Energy-Saving Practices.** *Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features such as awnings, operable shutters, and storm windows and doors, where appropriate.*
- 3. Solar Tubes and Skylights.** *Solar Tubes and Skylights can add light to interior spaces and make attics spaces more useable. Bubble-dome skylights are not appropriate for buildings within historic districts.*
- 4. Solar Panels.** *Avoid installing solar panels on the street side of the house or permanently altering roof with the installation of solar panels. Panels shall be installed flat and not alter the slope of the roof. They shall be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.*
- 5. Compatibility.** *Use solar panels and mounting systems that are compatible in color to the property's roof materials.*
- 6. Free-Standing Solar Racks.** *Free-standing solar racks larger than 120 square feet will be considered on a case-by-case basis. Solar racks installed at the rear of the property with no or limited visibility and create a shade structure or installed on an outbuilding, such as on a garage roof.*
- 7. Low Pitch Roofs for Solar Panels.** *Low pitch roofs may utilize low-profile panels on non-street-facing roof planes. Avoid roof racks that elevate the panels or are at a different pitch than the roof.*
- .8 Solar Shingles.** *Solar shingles may be installed on sloped roof-surfaces and are less intrusive than panels. However, removal of historic materials must be avoided.*
- .9 Flat Roofs.** *On structures with flat roofs, solar panel installations are to set back from the roof edge to minimize visibility. Pitch and elevation shall be adjusted to reduce visibility from public right-of-way.*

Staff Comments:

The *Historic Preservation Guidelines for Exterior Walls* state that original exterior wall material is to be maintained and repaired when possible. Replacement of all the material on all of the exterior parapet walls requires the review and approval of the Commission. The applicant has provided both pictures and a sample of the existing wood showing the deteriorated state for Commission's review. The Commission would need to determine if the removal of the original wall material meets the Historic Preservation Guidelines and if the replacement material is appropriate.

As stated earlier, the applicant is proposing to install additional support arms under the roof awnings. The *Historic Preservation Guidelines for Roofs* states that “the structure of the roof” should not be altered. Because the proposed supports will be an alteration to the original roof awning design and some supports may be visible from the street right-of-way, a review by the Commission is required to see if this meets the Preservation Guidelines. Again, the applicant has pictures of the deteriorated roof awning as well as drawing indicating the design of the proposed support arms for the roof awnings. The Commission would need to determine if the addition of support arms meets the Preservation Guidelines and whether it impacts this historic structure.

The *Historic Preservation Guidelines for Roofs* require the review of roof replacements if the proposed material is different the original historic material. While the proposed panels are metal, the design of the panels are different from the original roof panels. The applicant has provided photos of the original metal panels as well as pictures and specifications sheets for the proposed replacement metal panels. The applicant has also submitted a sample of the proposed material for the Commission’s review. The Commission would need to determine if the proposed metal panels meet the Preservation Guidelines and are an acceptable replacement material in this case.

The *Historic Preservation Guidelines for Utilities and Energy Retrofit* indicate that solar panels are to be installed so as to not be visible from the street right-of-way. Additionally, the Guidelines state that installation of solar panels should be done behind parapet walls if available. The applicant is proposing to install solar panels on the flat sections of the roof behind parapet walls. The applicant plans to have the solar panels almost completely obscured by the parapet walls. The Commission would need to determine if the proposed installation of solar panels meets the *Historic Preservation Guidelines*.

Commission Action: Consideration of approval, rejection, amendment, and/or postponement of a Certificate of Appropriateness request for removal of vinyl siding and replacement of damaged wood siding on all exterior elevations, replacement and modification of roof structure, replacement of discontinued metal roofing material with similar metal roofing material, and for installation of solar panels on the flat roof top for the property located at 610 Miller Avenue.

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

Staff Only Use
HD Case #: 22-25
Date: 9-9-22
Received by: *A. Star*

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: 6010 Miller Ave, Norman, OK 73069

Applicant's Contact Information:

Applicant's Name: Lance Pound w/ Source Management Services, LLC
Applicant's Phone Number(s): (405) 795-8949
Applicant's E-mail address: lancepound@sourcemgmt.com
Applicant's Address: PO Box 547, Jones, OK 73049
Applicant's relationship to owner: Contractor Engineer Architect

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

Owner's Name: Joyce J. Green
Owner's Phone Number(s): 405-812-7536
Owner's E-mail: jjgreen11@cox.net

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

- 1) Remove Vinyl siding. Remove damaged wedge wood siding and repair/replace with new wedge wood siding.
- 2) Repair and replace roof/awning section per architect drawings.
- 3) Replace discontinued metal roofing material with similar metal roofing material.
- 4) Solar panels on flat part of roof behind parapet

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: *Joyce J. Green* **Date:** 9/8/22

(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
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

Application Submittal Steps:

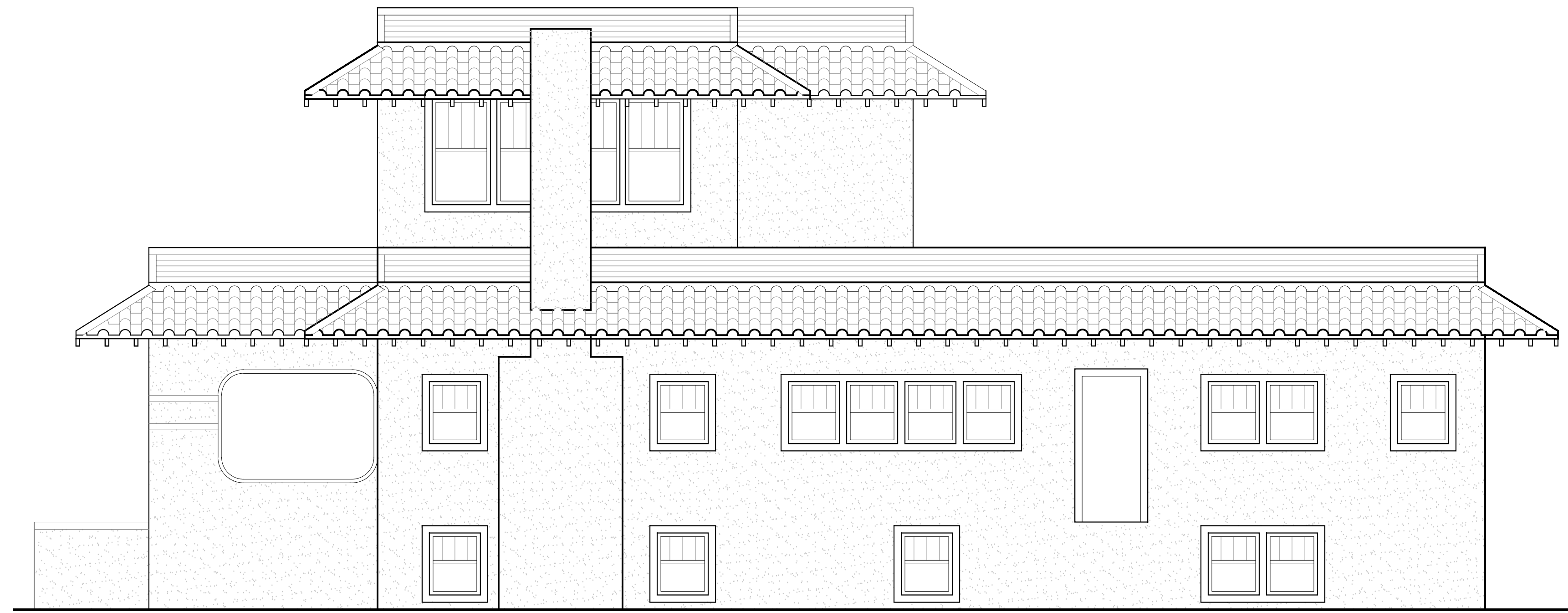
Step 1	Review guidelines for proposed work in the Historic Preservation Handbook available at City of Norman website: (http://www.normanok.gov/planning/historic-preservation) or by calling 405-366-5392).
Step 2	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or anais.starr@normanok.gov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

COA Application Review Process:

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



A EAST ELEVATION
SCALE: 1/4"=1'-0"



B NORTH ELEVATION
SCALE: 1/4"=1'-0"

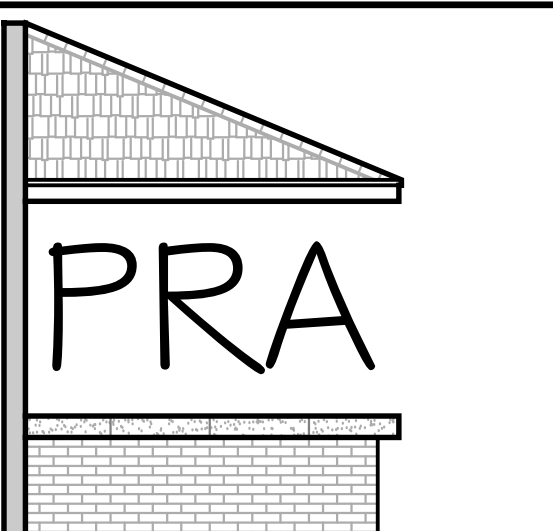


C SOUTH ELEVATION
SCALE: 1/4"=1'-0"

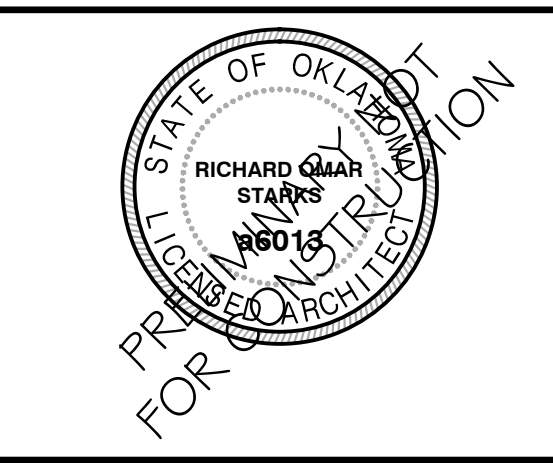


D WEST ELEVATION
SCALE: 1/4"=1'-0"

THESE DRAWINGS ARE AND SHALL BE CONSIDERED AS A BUILDERS SET AND THEREFORE SCHEMATIC IN NATURE AND INTENT. THESE DRAWINGS ARE NOT AND SHALL NOT BE CONSIDERED AS COMPLETE CONSTRUCTION DOCUMENTS. IN ADDITION, THE GENERAL CONTRACTOR SHALL, DUE TO THE ABSENCE OF NOTES, DETAILS, SPECIFICATIONS, ETC., BE RESPONSIBLE FOR MEETING THE REQUIREMENTS OF ALL APPLICABLE GOVERNMENTAL AUTHORITIES HAVING JURISDICTION, AS WELL AS MEETING ALL ACCEPTABLE STANDARDS OF CONSTRUCTION. IT IS THE OWNER'S FULL AND TOTAL RESPONSIBILITY TO EMPLOY THE SERVICES OF A GENERAL CONTRACTOR, WITH SUFFICIENT EXPERIENCE AND REFERENCES, AS CAN BE PROVIDED BY PREVIOUS PROJECTS OF A SIMILAR NATURE AND SCOPE, TO COMPLETE THIS CONSTRUCTION PROJECT. IT SHALL BE THE FULL AND TOTAL RESPONSIBILITY OF SAID CONTRACTOR TO OBTAIN A BUILDING PERMIT FOR THIS PROJECT AND COMPLY WITH THE DUTIES AND RESPONSIBILITIES THEREOF.



 PO BOX 2618
 BLANCHARD, OK 73010
 RICHARD@PRA-PRC.COM
 PHONE: 405-255-8202



PROJECT:
GREEN RESIDENCE

610 MILLER AVE
NORMAN, OK 73069

DRAWING SCALE: 1/4" = 1'-0"
 PROJECT #: 0796
 DATE: 9-08-2022
 DESIGNED BY: ROS
 DRAWN BY: ROS
 REVIEWED BY: ROS

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TITLE:
EXTERIOR ELEVATION

SHEET:
A-1



PHOTO- FAILURE OF SPLICED RAFTER TAIL



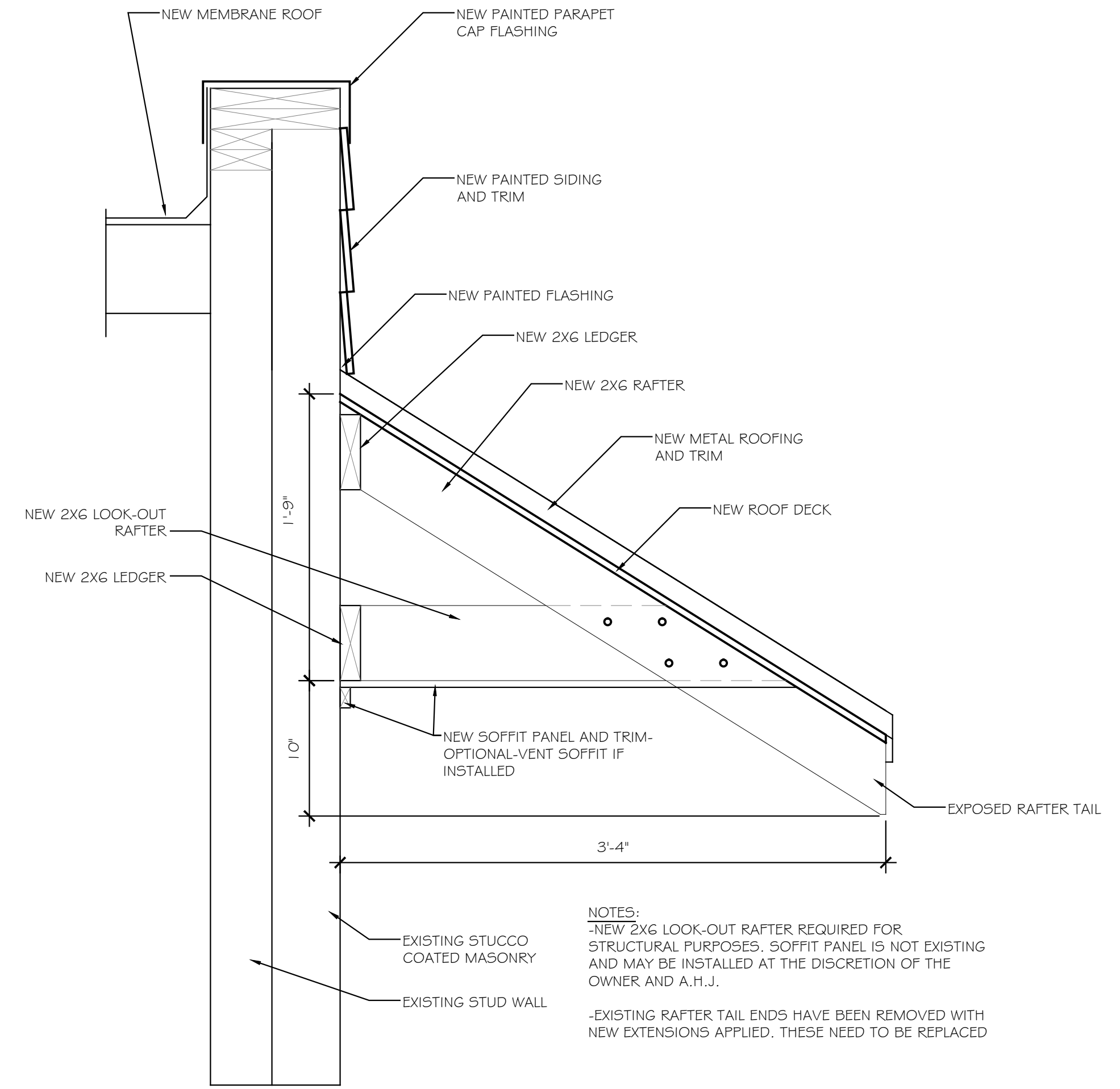
PHOTO- FAILURE OF ROOF AND DECK



PHOTO- TYPICAL METAL ROOF PANEL AND HIP TRIM

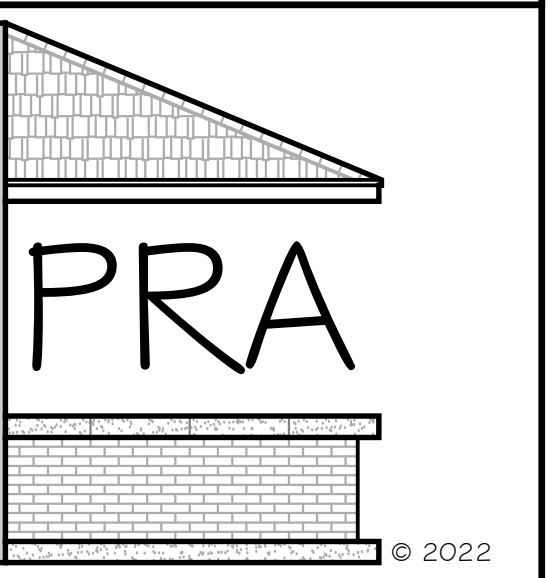


PHOTO- TYPICAL METAL ROOF PANEL, VALLEY, AND HIP TRIM

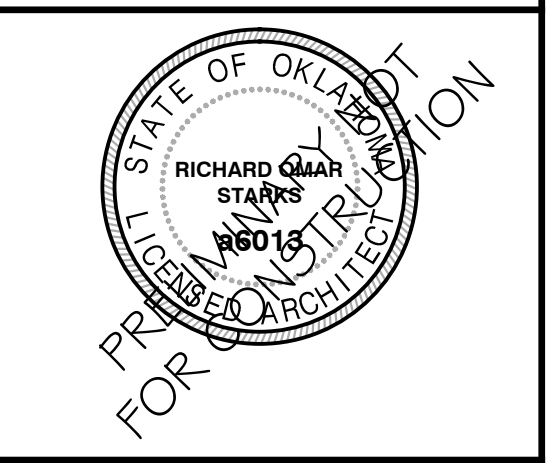


A TYPICAL ROOF/AWNING SECTION
SCALE: 1-1/2" = 1'-0"

THESE DRAWINGS ARE AND SHALL BE CONSIDERED AS A BUILDERS SET, AND THEREFORE SCHEMATIC IN NATURE AND INTENT. THESE DRAWINGS ARE NOT AND SHALL NOT BE CONSIDERED AS COMPLETE CONSTRUCTION DOCUMENTS. IN ADDITION, THE GENERAL CONTRACTOR SHALL, DUE TO THE ABSENCE OF NOTES, DETAILS, SPECIFICATIONS, ETC., BE RESPONSIBLE FOR MEETING THE REQUIREMENTS OF ALL APPLICABLE GOVERNMENTAL AUTHORITIES HAVING JURISDICTION, AS WELL AS MEETING ALL ACCEPTABLE STANDARDS OF CONSTRUCTION. IT IS THE OWNER'S FULL AND TOTAL RESPONSIBILITY TO EMPLOY THE SERVICES OF A GENERAL CONTRACTOR, WITH SUFFICIENT EXPERIENCE AND REFERENCES, AS CAN BE PROVIDED BY PREVIOUS PROJECTS OF A SIMILAR NATURE AND SCOPE, TO COMPLETE THIS CONSTRUCTION PROJECT. IT SHALL BE THE FULL AND TOTAL RESPONSIBILITY OF SAID CONTRACTOR TO OBTAIN A BUILDING PERMIT FOR THIS PROJECT AND COMPLY WITH THE DUTIES AND RESPONSIBILITIES THEREOF.



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© PRA

TITLE:
ROOF
DETAIL

SHEET:
A-2















MET-TILE

*The Classic Beauty of Tile . . .
and High Performance of Metal!*



COTILLION WHITE



GALLERY BLUE



CORAL BLUE



BRAVO RED



MOROCCO RED



MEADOW GREEN



MISSION CLAY



SPANISH TILE RED



RANCHWOOD BROWN



SLATE GRAY

MET-TILE

Specifications:

- 26 Gauge Galvalume Steel Substrate
- Stucco Embossed Surface
- Low Gloss, Kynar 500® (PVDF) Coating

Please visit www.mcelroymetal.com/university to view educational videos about substrates and coatings.

Colors are representative of colors offered and are not intended for matching purposes.



Metal Roof & Wall Panels

For more information:
318-747-8000

www.mcelroymetal.com

Cool Colors

MET-TILE

The Classic Beauty of Tile . . .

and High Performance of Metal!



Met-Tile is a panelized roofing system, which means installation takes a fraction of the time required for ceramic tiles. In fact, a single Met-Tile panel can cover as much area as 80 individual ceramic tiles. Panels are installed vertically from eave to ridge and secured with screw fasteners.

*The stylish beauty
of **MET-TILE**
adds elegance
to any project!*



McElroy Metal's Met-Tile roofing panel provides the appearance of ceramic tile roofing with all the advantages and performance of metal.

Met-Tile is lightweight, energy efficient and aesthetically attractive. A Met-Tile roof looks so much like tile, most people are surprised to learn that it is metal!


**MCELROY
METAL**
Metal Roof and Wall Panels



The Met-Tile System

Met-Tile roofing panels features a Galvalume® steel substrate with low gloss Kynar 500® (PVDF) coating system. This combination of substrate and coating is proven to provide the best long-term performance for metal panels. For more information about substrates and coatings, please visit:

www.mcelroymetal.com/substrate-and-coating-facts.html

As an added feature, Met-Tile's low gloss coating removes the shininess often associated with metal panels resulting in a more attractive and realistic appearance. A standard stucco embossed finish also improves aesthetics.



Environmental Attributes

Metal roofing is widely recognized as a green building material. In addition to being manufactured with a high content of recycled materials, Met-Tile panels are highly reflective and will reduce energy consumption. All Met-Tile colors are classified as "cool", which means they have a minimum reflectivity value of .25.

An Excellent Reroof Panel

Met-Tile is frequently used to reroof existing residential roofs. And, Met-Tile can be installed directly over existing shingles which eliminates the need for costly shingle removal and disposal fees. Often a #30 felt underlayment is installed over existing shingles.

Note: Installation techniques and building codes vary across the country. Local contractors should be consulted to determine factors such as code requirements, use of underlayments, and trim designs.

Commercial and Residential Applications

Met-Tile is equally well-suited for both residential and commercial applications. A wide assortment of attractive colors add beauty and curb-appeal to any project.

Met-Tile Specifications and Technical Data

Met-Tile must be installed over solid deck

Panel Lengths: 2' - 20' (in 1 foot increments)

Panel Width: 38 5/16"

Panel Coverage: 36 3/16"

Substrate: 26 Gauge Galvalume® Stucco Embossed Only

Coating: Low Gloss, Kynar 500® (PVDF)

**Fire Rating: Class A and C Ratings for New Construction
(Depending on Substrate)**

Florida Building Code: FBC #17905.1

MET-TILE



Panel / Trim / Accessories

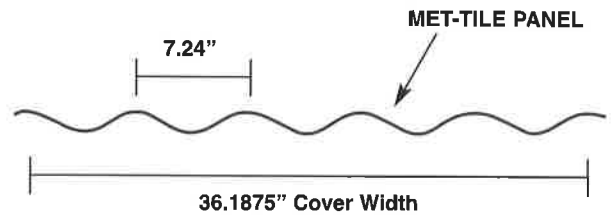


MET-TILE



Met-Tile

Met-Tile is manufactured in Sunnyvale, TX.



Notes:

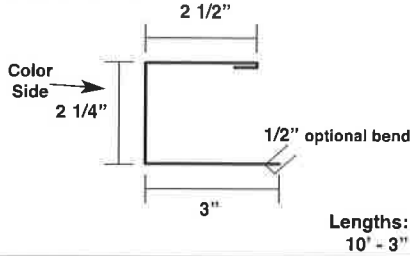
- Standard Panels:
 - 26 gauge Galvalume® substrate embossed with Kynar 500® coating.
- Minimum Slope:
 - Minimum slope with tape is 1 1/2:12 and without tape is 3:12.
- Standard minimum length is 2' and standard maximum length is 20'.
- Met-Tile panels are to be used as roof panels only.
- Met-Tile must be installed over solid deck.
- Standard trim is 26 gauge.
- Oil canning is inherent in all metal panels and is not cause for panel rejection.
- Contact a McElroy representative for specific pricing, lead times and special colors or gauges that may not be on a McElroy Metal color chart.
- Contents of this manual are subject to change without notice. To confirm this manual is the most current copy, visit www.mcelroymetal.com.

MET-TILE

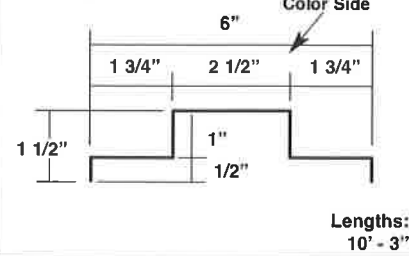
TRIM

26 GA

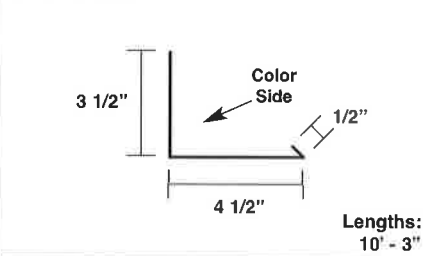
Cap Trim
Item #: 38381



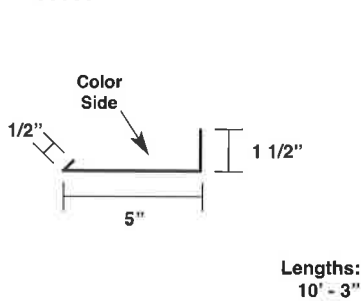
Counter Flashing Trim
Item #: 38382



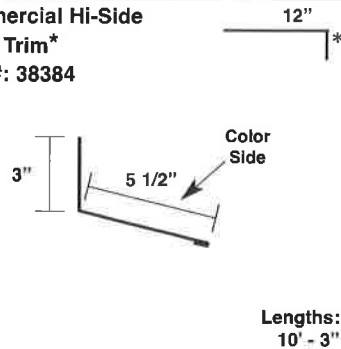
Cricket / Saddle Leg
Item #: 38412



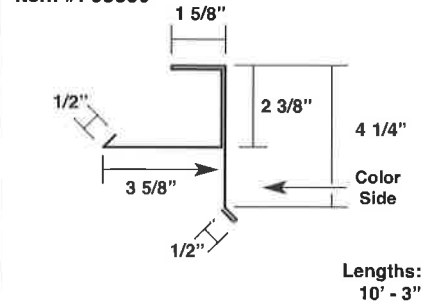
Flared Edge Trim
Item #: 38383



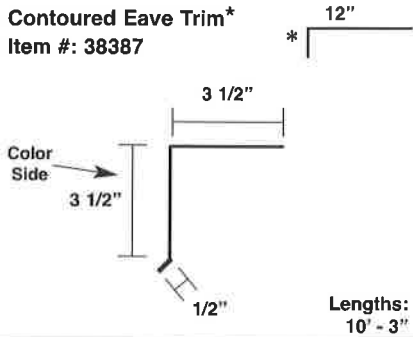
Commercial Hi-Side Tie-In Trim*
Item #: 38384



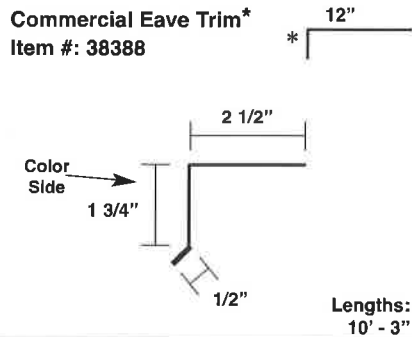
Commercial Rake Trim
Item #: 38386



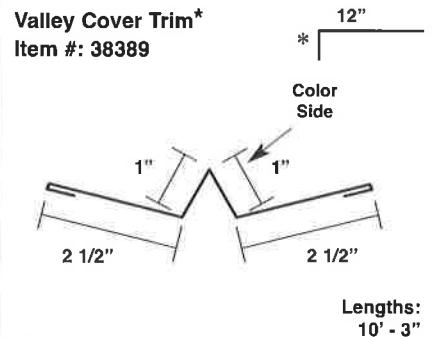
Contoured Eave Trim*
Item #: 38387



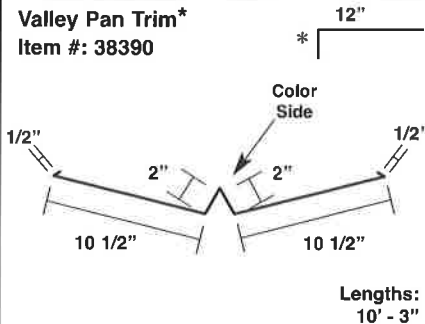
Commercial Eave Trim*
Item #: 38388



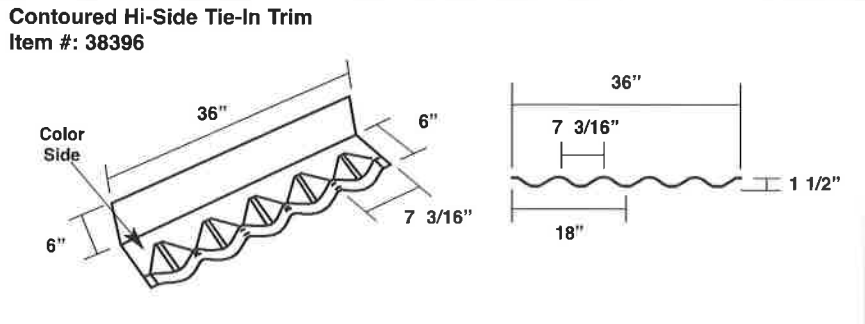
Valley Cover Trim*
Item #: 38389



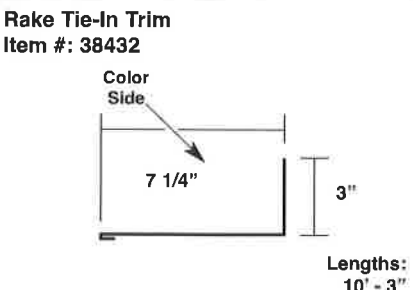
Valley Pan Trim*
Item #: 38390



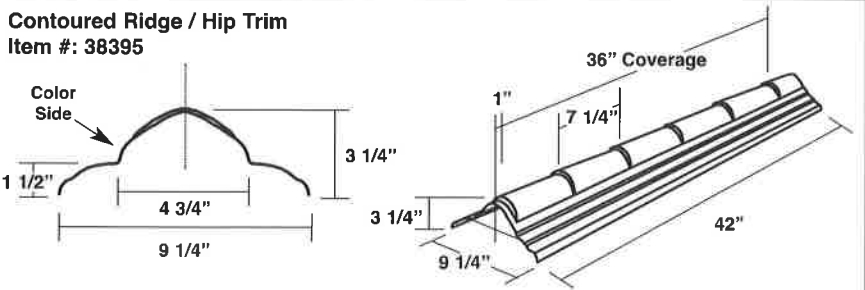
Contoured Hi-Side Tie-In Trim
Item #: 38396



Rake Tie-In Trim
Item #: 38432



Contoured Ridge / Hip Trim
Item #: 38395



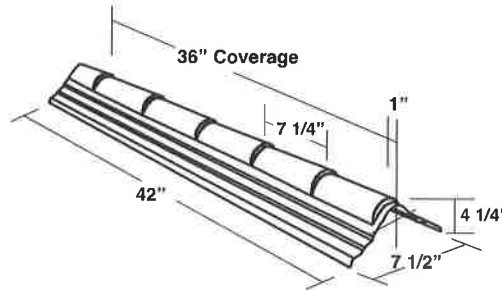
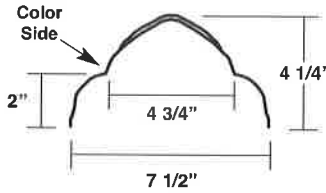
*specify roof pitch

(H) Indicates an open hem - All other hems are closed.

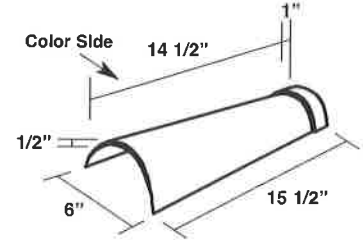
MET-TILE

TRIM

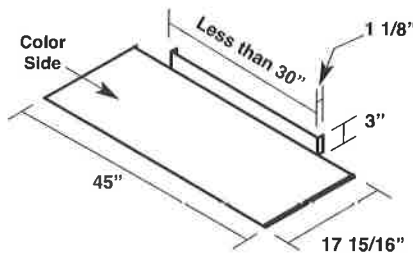
Contoured Rake Trim
Item #: 38394



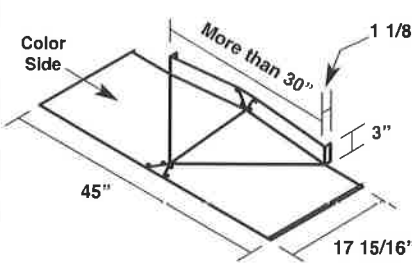
Spanish Ridge / Hip / Rake Trim
Item #: 38393



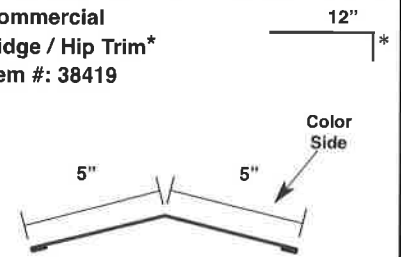
Saddle (Finished)
Item #: 38418



Cricket (Finished)
Item #: 38417

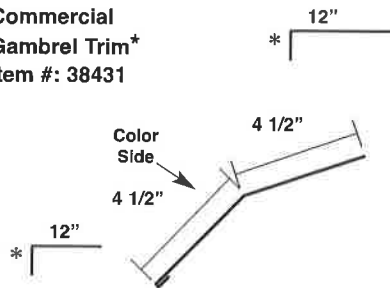


Commercial Ridge / Hip Trim*
Item #: 38419



Lengths:
10' - 3"

Commercial Gambrel Trim*
Item #: 38431



Lengths:
10' - 3"

Notes:

MET-TILE

ACCESSORIES

#9 - 15
Type A Woodgrip
(Part # Varies by Color)



Lengths:
1"
1 1/2"
2"
2 1/2"

1/4 - 14 x 7/8"
LAPTEK Self Driller Sealer
(Part # varies by color.)



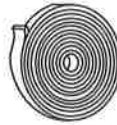
#10 - 12 x 1"
Type A Pancake Head
Woodgrip - Plain
Item #: 36116001



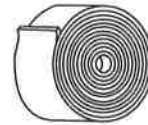
Met-Tile Touch-Up Paint Pen
(Part # Varies by Color)



Butyl Tape Sealant
3/32" x 1" x 45'
Item #:95335



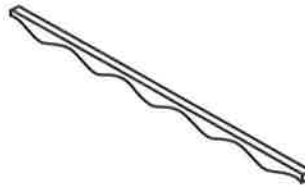
Sealskin Tape
17/64" x 6" x 50'
Item #: 91507



Sikalastomer Butyl Sealant
Item #: 95342

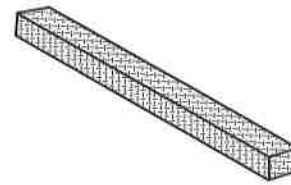


Met-Tile Closure
Item #: 91498



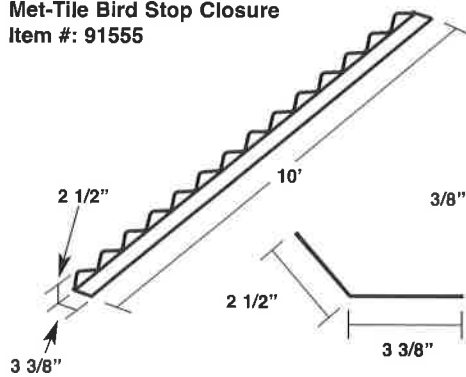
Lengths:
3'

Met-Tile Universal Closure
Item #: 91506

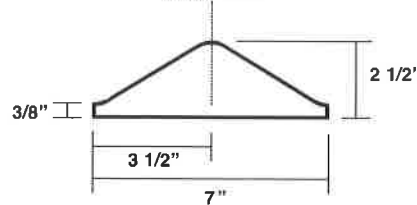


Lengths:
10'

Met-Tile Bird Stop Closure
Item #: 91555



Front View

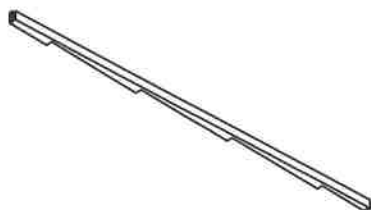


Dektite Pipe Flashing
Item #:

1 3/4" to 3 1/4" = 97243
1/4" to 4" = 97244
3" to 6" = 97240
5" to 9" = 97241
7" to 13" = 97249



Stepped Down Closure
Item #: 95021



Lengths:
3'



☆ MANUFACTURING LOCATIONS ● SERVICE CENTERS ★ MANUFACTURING AND SERVICE CENTER



CORPORATE OFFICE
1500 HAMILTON RD.
BOSSIER CITY, LA 71111

MANUFACTURING LOCATIONS

ADELANTO, CA	ASHBURN, GA	BOSSIER CITY, LA	CLINTON, IL	DIAMOND, MO
HOUSTON, TX	LEWISPORT, KY	MARSHALL, MI	MAUSTON, WI	MERKEL, TX
	PEACHTREE CITY, GA	SUNNYVALE, TX	WINCHESTER, VA	

McELROY METAL
SERVICE
CENTER

17031 Koala Road Adelanto, CA 92301	5215 Leo St. Alexandria, LA 71301	1007 Wilso Dr, Baltimore, MD 21223	1500 Hamilton Rd. Bossier City, LA 71111
3052 Yadkin Road Chesapeake, VA 23323	9476 Meadowbrook Rd. Clinton, IL 61727	3215 Highway 59 Diamond, MO 64840	390 N. Valley Dell Dr. Fenton, MO 63026
409 Lovejoy Road Ft. Walton Beach, FL 32548	3014 Lincoln Court Garland, TX 75041	1440 Aldine Bender Road Houston, TX 77032	10504 E. 59th Street Indianapolis, IN 46236
9435 US Hwy. 60 W. Lewisport, KY 42351	1020 Veterans Street Mauston, WI 53948	5123 Terminal Dr. McFarland, WI 53558	514 Cave Road Nashville, TN 37210
8304 Hwy. 70 E. North Little Rock, AR 72117	613 North Bierdeman Rd. Pearl, MS 39208	8511 Industrial Drive Pearland, TX 77584	2755 Hwy 60 Pendergrass, GA 30567
7450 Tower Street Richland Hills, TX 76118	8200 Berry Ave. Suite 100 Sacramento, CA 95828	1365 Dean Forest Rd. Savannah, GA 31405	7355 Oakley Industrial Blvd. Union City, GA 30291
	1144 Silstar Rd. West Columbia, SC 29170	325 McGhee Rd. Winchester, VA 22603	

Website: www.mcelroymetal.com • E-mail: info@mcelroymetal.com

Joyce Green

From: Lance Pound <lancepound@sourcemgt.com>
Sent: Thursday, September 8, 2022 5:59 PM
To: Joyce Green
Subject: EXTERNAL EMAIL : Fwd: Lance pound

Lance Pound

Begin forwarded message:

From: Lon Gorsch <LGorsch@historicexteriors.com>
Date: June 8, 2022 at 10:02:27 AM CDT
To: lancepound@sourcemgt.com
Subject: FW: Lance pound

Lance,

Sorry for not getting back to you sooner. I should have some time tomorrow to give you call to discuss. What time works for you?

We have the ability to fabricate a similar tile. We have done so in the past. I have attached a couple of photos. We have a couple of options for materials.

1. 26 ga. Mill finish galvanized
2. 16 oz. Copper
3. Una Clad (Firestone) Kynar Finished 26 ga. (verify color availability)



Lon Gorsch
Project Manager

Main: 1-800-699-5695

Cell: 815-378-1007

Email: lgorsch@historicexteriors.com

www.historicexteriors.com | [See our 5-star reviews](#)

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Property Location: 904 Miller Avenue

Owner: Jurassic Holdings, LLC

Applicant: Joshua Shumway

Request: HD (22-26) Commission review and feedback regarding the proposed demolition of existing structure and the construction of new structures for the property located at 904 Miller Avenue.

Historical Information:

2004 Miller Historic District Nomination Survey Information:

Ca. 1925. Colonial Revival. This contributing, two-story, vinyl-sided, single dwelling has a brick foundation and an asphalt-covered, clipped, side-gabled roof. The wood windows are vertical, five-over-one, hung and the wood door is slab with half sidelights. The entry porch is presently uncovered. Other exterior features include an interior, red brick, ridge chimney and a one-story extension on the south side. Decorative details include double windows and gable returns.

Sanborn Map Information:

The principal structure is shown in the same location and configuration as present day.

Property History:

September 3, 2019 – A Certificate of Appropriateness request for the removal of the original wood windows and replacement with vinyl windows was denied.

November 21, 2019 – An appeal of the Historic District Commission’s denial of a Certificate of Appropriateness for the removal of the original windows and replacement with vinyl windows was heard by the City Council. The Council denied the appeal. No further appeals were filed.

Project Description: Mr. Shumway, prospective buyer of the property, is seeking feedback on the possibility of demolishing the existing historic structure and replacing with new construction.

Historic District Ordinance & Guidelines:

Historic District Ordinance

Section 429.3.7 Certificates of Appropriateness

(c): Submitting COA Application Materials. When applying for a Certificate of Appropriateness, the applicant shall furnish copies of all detailed site and building plans, elevations, perspectives, material samples, and specifications, with sufficient detail to clearly illustrate the applicant's intent. Applicants are encouraged to meet with the Historic Preservation Officer before submitting an application and may also request a meeting with the Historic District Commission before submitting an application in order to get feedback from the Commission on a forthcoming application. Applicants may also

consult with the Historic Preservation Officer as needed during the review of the Certificate of Appropriateness (COA) application. Incomplete applications will not be forwarded to the Commission for review. (0-0910-12)

Section 429.3.8. Demolitions

(a) General Provisions. *No structure or resource within any Historic District shall be demolished and/or removed unless such demolition has been reviewed by the Historic District Commission and a Certificate of Appropriateness for such demolition and/or removal has been granted.*

(b) Procedure and Postponement Orders

- 1. The Historic District Commission shall hold a public hearing for the purpose of considering Certificates of Appropriateness for demolition or removal. After such hearing, the Historic District Commission may approve the Certificate of Appropriateness authorizing the demolition or may enter an order postponing demolition for up to ninety (90) days.*
- 2. At the conclusion of such period of postponement as specified in the Historic District Commission's order, the Commission shall within forty-five (45) days thereafter hold a second public hearing to consider whether or not to recommend to the City Council that additional postponement of demolition be ordered.*
- 3. In the event that the Historic District Commission recommends additional postponement to the City Council, the City Council shall hold a public hearing for the purpose of considering additional postponement of demolition.*
- 4. After such public hearing, the City Council may enter an order approving the demolition or may enter an order postponing demolition for an additional period not to exceed sixty (60) days from the date of such order. At the conclusion of this final postponement period, the City Council shall hold a public hearing and may either approve the requested demolition or may disapprove such requested demolition. In the event demolition is not approved, no demolition shall occur. For purposes of this Ordinance, the word "demolition" shall include "removal."*

(c) Criteria for Review of Demolitions. *The Historic District Commission and City Council shall be guided by the following criteria in considering Certificates of Appropriateness and authorizations for demolition or removal of structures or sites within the Historic District:*

- 1. The purposes and intent of this Ordinance.*
- 2. The degree to which the proposed removal of the historical resource would damage or destroy the integrity and continuity of the Historic District of which it is a part.*

3. *The nature of the resource as a representative type of style of architecture, a socioeconomic development, a historical association, or other element of the original designation criteria applicable to such structure or site.*
4. *The condition of the resource from the standpoint of structural integrity and the extent of work necessary to stabilize the structure.*
5. *The alternatives available to the demolition applicant, including:*
 - [a] Donation of the subject structure or site to a public or benevolent agency.*
 - [b] Donation of a part of the value of the subject structure or site to a public or benevolent agency, including the conveyance of historical easements.*
 - [c] The possibility of sale of the structure or site, or any part thereof, to a prospective purchaser capable of preserving such structure or site.*
 - [d] The potential of such structure or site for renovation and its potential for continuing same.*
 - [e] The potential of the subject structure or site for rezoning in an effort to render such property more compatible with the physical potential of the structure.*
6. *The ability of the subject structure or site to produce a reasonable economic return on investment to its owner; provided however, that it is specifically intended that this factor shall not have exclusive control and effect, but shall be considered along with all other criteria contained in this Section.*

Preservation Guidelines:

Demolition of Structures

5.4 Guidelines for Demolitions

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

- .1 A Certificate of Appropriateness.** *A Certificate of Appropriateness is required to be issued prior to demolition.*
- .2 Criteria for Demolition.** *Demolition requests must meet Zoning Ordinance Section 429.3.9(c), Criteria for Demolition.*
- .3 Procedures and Process for Demolitions.** *Demolitions must meet the Zoning Ordinance Section 429.3.9(b), Procedure and Postponement Orders.*
- .4 Site Plan Required.** *Applicants shall provide the Historic District Commission with detailed site plans for proposed site features of the new parcel, including information any structures, driveways, site lighting, and parking areas.*

.5 Document Thoroughly. Document original context of the historic structure prior to demolition.

New Primary Structures

4.5 Guidelines

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

.1 Consider Historic Context. Design new structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportions, finished floor elevation, size of door and window openings, roof shape, and setbacks. Proposals for new construction shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, floor elevations, proportions, setback and design.

.2 Select Windows and Doors Carefully. Select windows and doors for new buildings that are compatible in material, proportion, pattern, and detail with the windows and doors of historic buildings in the district. See Chapters 3.11 through 3.14.

.3 Select Compatible Finishes. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish.

.4 Design. Design new primary structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportion, finished floor elevation, size of door and window openings, and roof shape. Proposals for new primary structures shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, and design.

.5 Location. New primary structures shall align with the typical front and side setback on the block.

.6 Evaluate Potential for Archaeological Resources. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.

.7 Avoid False Historical Appearance. New structures shall be of their own time period and easily distinguishable from the historic structure.

Staff Comments:

This property has been vacant since September 5, 2019 after the then property owner, Mrs. Mendros, was denied a post de facto Certificate of Appropriateness for the removal of the original wood windows and replacement with vinyl windows. Mrs. Mendros's appeal to City Council was denied in November 26, 2019. Mrs. Mendros did not pursue any further appeals.

The Coronavirus Pandemic slowed the enforcement of the window violation. The property sat empty and for sale through 2020 and into 2021. However, in the spring of 2021, Mrs. Mendros was informed by staff in writing and by phone that violation would need to be rectified or suffer consequence of a zoning code violation. Mrs. Mendros was

finally able to sell the property in September of 2021. The new owners claimed they were unaware of either the property's designation in a Historic District or of its zoning code violation regarding the removal of historic windows. The property has been for sale since March of this year by the current property owner.

Mr. Shumway is interested in purchasing the property, but due to the deteriorated state of the existing house he believes that the best possible option moving forward may be to request demolition and replace with new compatible structures.

Before pursuing a full Certificate of Appropriateness request for demolition and new construction, the applicant is seeking feedback from the Commission. His initial assessment of the house, has led him to believe that essential repairs alone would be cost prohibitive to perform given the sale price of the property. Since this property is zoned R-3, there exist the possibility of new construction of either a single family home, a single family home with a garage apartment or a duplex. The option of constructing a home along with an income property makes the purchase of this property possible financially.

The principal house structure at 904 Miller Avenue was designated as a contributing historic structure to the Miller Historic District with the 1988 and 2004 historic surveys. However, it should be noted that windows are character-defining feature of a historic house and the removal of the original window does impact historic integrity of the structure.

The Historic Preservation Guidelines discourage the demolition of historic contributing structures. The applicant is seeking feedback from the Commission as to the possibility of the demolition of the existing structure on the property. The applicant is also seeking feedback and direction as to acceptable replacement structures for the property.

Commission Action: No vote is will be taken. The Commission is to provide review and feedback regarding the proposed demolition of the existing structure as well as the construction of replacement structures for the property located at 904 Miller Avenue.

Property Location: 412 Chautauqua Avenue
Chautauqua Historic District

Owner: Nancy and Ken VonBargen

Request: HD (22-27) Commission review and feedback on the replacement of the non-original exterior siding for the property located at 412 Chautauqua Avenue.

Historical Information:

2004 Chautauqua Historic District National Registry Nomination Survey states:
412 South Chautauqua Avenue. Ca. 1913. Colonial Revival. This noncontributing, two-story, weatherboard single dwelling has an asphalt covered, gambrel roof and a decorative concrete block foundation. The wood windows are one-over-one hung with metal storms. The wood door is glazed paneled. The wraparound porch has a hipped roof supported by a wood support and a turned, wood, spindle balustrade. The 1956 Sanborn Fire Insurance map indicates the porch was full-width. Other exterior features include an interior brick chimney. Decorative details include fish scale shingles in the gable end, gable returns and double and triple windows. To the rear is a double car, weatherboard garage with an asphalt-covered, front-gabled roof and a single overhead door. The house is noncontributing due to a loss of integrity.

Background Information

Aug. 18, 1999 – A Certificate of Appropriateness by Administrative Bypass for the widening of the existing driveway was issued.

April 7, 2003 – A Certificate of Appropriateness for an addition was issued.

Project Description:

The property owners are seeking feedback from the Commission regarding appropriate replacement material for the exterior of house. The wall material for this house was wood siding. At some point prior to the establishment of the Chautauqua Historic District, the wood siding was covered with stucco. Sometime later the stucco was covered with Masonite siding.

The Masonite siding currently on the house was damaged in the October 2021 hail storm. The owners have been working through the insurance process as well as researching possible replacement material. The applicants would like to replace the Masonite siding with cement fiberboard either in a 4, 5, or 6 inch width. The property owners have requested a preliminary review to receive feedback from the Commission as to whether this would meet the Historic District Guidelines.

Historic District Ordinance & Guidelines:

Historic District Ordinance

Section 429.3.7 Certificates of Appropriateness

(c): Submitting COA Application Materials. When applying for a Certificate of Appropriateness, the applicant shall furnish copies of all detailed site and building plans, elevations, perspectives, material samples, and specifications, with sufficient detail to clearly illustrate the applicant's intent. Applicants are encouraged to meet with the Historic Preservation Officer before submitting an application and may also request a meeting with the Historic District Commission before submitting an application in order to get feedback from the Commission on a forthcoming application. Applicants may also consult with the Historic Preservation Officer as needed during the review of the Certificate of Appropriateness (COA) application. Incomplete applications will not be forwarded to the Commission for review. (0-0910-12)

Preservation Guidelines:

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:

The principal house structure at 412 Chautauqua is a non-contributing structure to the Chautauqua Historic District due to loss of historic integrity. The principal structure had significant exterior modifications installed prior to the establishment of the Chautauqua Historic District in 1995. Modifications include the covering of the original exterior wall material and the enclosure/removal of the full-width front porch.

The Historic Preservation Guidelines encourage the retention of exterior wall materials on historic structures. The current Masonite wall material on the exterior is neither historic nor a compatible material. The Guidelines do not specifically speak to replacement of non-original materials with modern day materials on non-contributing structures. The *Historic Preservation Guidelines for Walls* allows for review of the use of cement fiberboard on a case-by-case basis. It should be noted that the Commission has routinely allowed the use of cement fiberboard for additions or accessory structures in the rear yard. Additionally, the Commission has approved three requests in the last year for the use of cement fiberboard as a replacement material for structures that had non-original wall materials. These three properties are 418 Macy Street, 508 Macy Street and 904 Classen Boulevard and they are all non-contributing structures to their Districts.

Commission Action: No vote is required. Provide review and feedback for the replacement of the non-original exterior siding for the property located at 412 Chautauqua Avenue.

The City of Norman Historic District Commission

Preliminary Review Request Form

Staff Only Use

HD Case #: 22-27

Date: 9/28/22

Received by: *Ais*

This form is for preliminary review and feedback before the Historic District Commission. The feedback session is review only and is non-binding. A Certificate of Appropriate application must be submitted for a full review and approval before any work can commence.

Address of Proposed Work: 412 Chautauqua Ave. Norman OK 73069

Applicant's Contact Information:

Applicant's Name: J. Kent & Nancy vonBargen

Applicant's Phone Number(s): (405) 473-5420 (405) 802-9248

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

Applicant's Address: 412 Chautauqua Ave Norman OK 73069

Applicant's relationship to 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 to be reviewed: (List each item of proposed work to be reviewed. Work not listed cannot be reviewed.)

1) Replace masonite lap siding with 4, 5 or 6" cement fiberboard siding due to hail damage.

2)

3)

4)

Please provide pictures, samples or illustrations that would help with the review.

Property Owner's Signature: *Nancy J vonBargen*

Date: 9-28-22

(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:














-  Holiday
-  Meeting Date
-  Filing Deadline

Historic District Commission meets on the first Monday of each month at 5:30 p.m.

2023

Dec. 9th

January

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
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
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Jan. 2nd