



CITY OF NORMAN, OK
HISTORIC DISTRICT COMMISSION MEETING
Development Center, Room A, 225 N. Webster Ave., Norman, OK 73069
Monday, May 05, 2025 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 call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF APRIL 7, 2025.

CERTIFICATE OF APPROPRIATENESS REQUESTS

2. (HD 25-08) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 700 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATION: A) INSTALLATION OF RIBBON DRIVEWAY AND PARKING PAD OFF CHAUTAUQUA AVENUE.
3. (HD 25-09) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 424 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) THE WIDENING OF THE EXISTING DRIVEWAY, INSTALLATION OF A PARKING PAD, AND MOVING OF THE EXTERIOR STAIRS FROM THE NORTH SIDE OF THE HOUSE TO THE REAR.
4. (HD 24-02) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 643 OKMULGEE STREET FOR ADDITIONAL PARKING BY THE FOLLOWING MODIFICATIONS: A) OPTION 1: WIDENING OF THE APPROACH AND DRIVEWAY OFF OKLAHOMA AVENUE; B) OPTION 2: INSTALLATION OF AN ADDITIONAL PARKING SPACE ADJACENT TO THE

EXISTING DRIVEWAY; C) OPTION 3: INSTALLATION OF A NEW DRIVEWAY OFF OKMULGEE STREET.

REPORTS/UPDATES

- [5.](#) STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE APRIL 7, 2025.
6. DISCUSSION OF PROGRESS REPORT REGARDING FYE 2024-2025 CLG GRANT PROJECTS.

MISCELLANEOUS COMMENTS

ADJOURNMENT



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

MINUTES

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Development Center, Conference Room A, on Monday, April 07, 2025 at 5:30 P.M. and notice of the agenda of the meeting was posted at the Development Center at 225 N. Webster Avenue, and on the City website at least 24 hours prior to the beginning of the meeting.

Chair Michael Zorba called the meeting to order at 5:33 P.M.

ROLL CALL

PRESENT

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

ABSENT

- Commissioner- Karen Thurston
- Commissioner- Sarah Brewer

STAFF PRESENT

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

GUESTS PRESENT

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

MINUTES

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

HISTORIC DISTRICT COMMISSION MEETING MINUTES OF MARCH 3, 2025.

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

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

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

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

CERTIFICATE OF APPROPRIATENESS REQUESTS

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

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

Anais Starr presented the staff report:

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

Gunner Joyce, representing the applicant, discussed the item:

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

Frank Sullivan III, the applicant, discussed the item:

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

Public Comments:

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

Commission Discussion:

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

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

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

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

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

Anais Starr presented the staff report:

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

Edwin Amaya, the applicant, discussed the item:

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

Public Comments:

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

Commission Discussion:

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

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

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

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

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

Anais Starr presented the staff report:

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

Mark Krittenbrink, representing the applicant, discussed the item:

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

Public Comments:

There were no public comments.

Commission Discussion:

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

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

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

REPORTS/UPDATES

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

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

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

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

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

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

MISCELLANEOUS COMMENTS

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

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

ADJOURNMENT

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

Passed and approved this _____ day of _____ 2025.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/05/2025

REQUESTER: Guiseppe and Alexandra Morelli

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

ITEM TITLE: (HD 25-08) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 700 CHAUTAUQUA AVENUE FOR THE FOLLOWING MODIFICATION: A) INSTALLATION OF RIBBON DRIVEWAY AND PARKING PAD OFF CHAUTAUQUA AVENUE.

Property History

Historical Information

2004 Chautauqua Historic District Nomination Survey Information:

700 Chautauqua Avenue. Ca. 1914. Bungalow/Craftsman. This contributing, two-story, composition board multiple dwelling has an asphalt-covered, front-gabled roof and a red brick foundation. The wood windows are one-over-one hung. The wood door is glazed paneled with a glazed slab storm. The partial porch is uncovered. There is a red brick interior chimney. Decorative details include triangular knee braces, exposed rafters and double and triple windows.

Sanborn Insurance Map Information

The 1944 Sanborn Insurance Map shows the existing principal structure in its current location. The addition on the rear of the principal structure does not appear on the Sanborn Map, indicating it was constructed after 1944.

Previous Actions

November 19, 2008 – A Certificate of Appropriateness (COA) by Administrative Bypass was approved and issued for the installation of storm windows.

December 4, 2023 – A COA was approved for the removal of a rear window and a door.

REQUESTS

a) Installation of a ribbon driveway and a parking pad off Chautauqua Avenue.

Project Description

The applicant seeks to resolve this lot's existing driveway and parking issues. After several discussions with the city staff, the applicant has developed a comprehensive plan for parking,

as shown on the submitted site plan. The applicant proposes the removal of two paved areas on the south side of the house. Additionally, a portion of the gravel in the rear of the property is proposed to be replaced with landscaping, with the remainder of the gravel to be contained with edging. Lastly, the applicant proposes to install a ribbon driveway off Chautauqua Avenue, which will lead to a single parking pad, as illustrated on the submitted site plan. The proposed driveway and parking pad meet the Core Area Parking and other related parking regulations.

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

2.9 Guidelines for Sidewalks and Driveways

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

.1 Front Driveway Location. *Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.*

.2 Driveway Width. *Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.*

.3 New Driveway Composition. *Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.*

.5 Driveway Approaches. *Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.*

.10 New Paved Areas. *New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.*

.11 Rear Yard Area. *New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.*

.12 Side Yard Parking Area. *The establishment of parking areas adjacent to the side of historic structures is not allowed.*

.13 Front Yard Parking Area. *Parking areas in the property's front yard are prohibited except within an existing driveway.*

Issues and Considerations

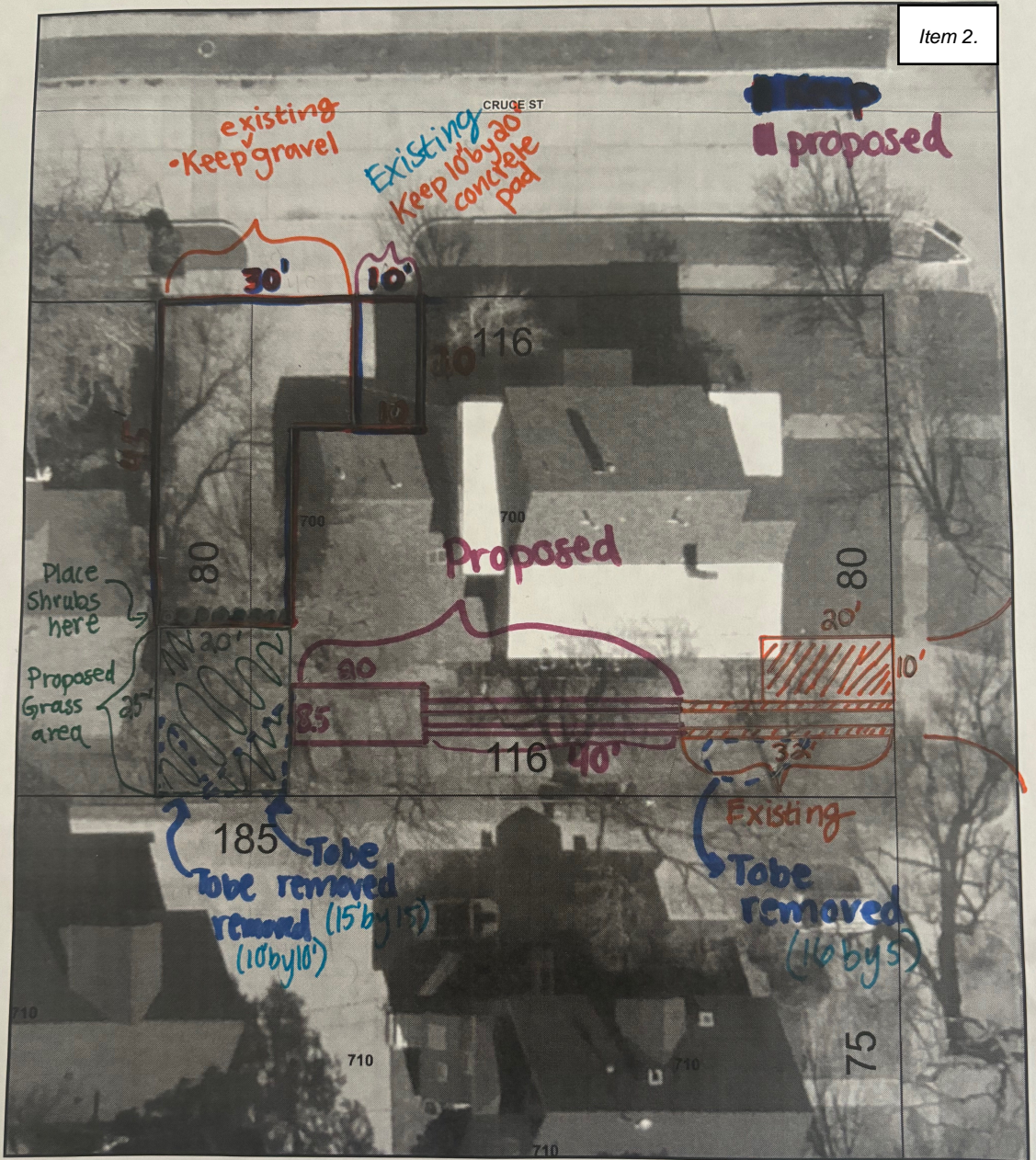
The Core Area Parking regulations require new driveways to extend into the rear yard leading to a parking pad, as proposed by the applicant. Though the *Preservation Guidelines* state that new parking areas should not be placed in front or side yards of historic structures, this property has no alleyway access. Additionally, the rear yard contains a City sanitary service line with a maintenance hole, which prevents the installation of a driveway off Cruce Street.

The proposed driveway would utilize the new approach off Chautauqua Avenue installed by the City of Norman in October 2024. The applicant reduced the impact of additional pavement by proposing concrete ribbons and a single parking pad. Additionally, the applicant's proposal will remove some pavement and gravel. The proposed parking and landscaping will improve the lot's appearance while providing functional vehicle access and parking.

The Commission would need to determine whether the proposed driveway expansion and parking pad meet the *Preservation Guidelines* and whether such work is compatible with this historic structure and the District.

Commission Action: (HD 25-08) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 700 Chautauqua Avenue for the following modification: a) Installation of ribbon driveway and parking pad off Chautauqua Avenue.

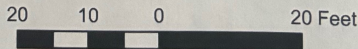
The City of Norman Historic District Commission APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)		Staff Only Use:
		HD Case # _____
		Date _____
		Received by: _____
Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office 405-366-5311.		
Address of Proposed Work:		700 Chautauqua Ave Norman OK 73069
Applicant's Contact Information:		
Applicant's Name:		Alexandra Morelli
Applicant's Phone Number(s):		352-284-2662
Applicant's E-mail address:		morelli.a917@gmail.com
Applicant's Address:		700 Chautauqua Ave Norman, OK 73069
Applicant's relationship to owner:		<input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect
Owner's Contact Information: (if different than applicant)		
Owner's Name:		GIUSEPPE MORELLI
Owner's Phone Number(s):		352-262-2252
Owner's E-mail:		jmorelli843@aol.com
Project(s) proposed: (List each item of work proposed. Work not listed here cannot be reviewed.)		
1) extend existing runners 40 feet and add an 8.5 by 20 foot parking pad		
2) Remove 16 by 5 foot concrete area on SE side of the house		
3) Remove 10 by 10 and 15 by 15 foot concrete areas on SW side of the house		
4) keep existing gravel and 10 by 20 foot concrete pad on North side of the house		
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: 3/20/2025
<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:		Alexandra Morelli
Authorized Representative's Signature:		Alexandra Morelli
		Date: 3/28/2025



Map produced by the City of Norman
Geographic Information System

The City of Norman assumes no
Responsibility for errors or omissions
in the information presented.

700 CHAUTAUQUA AVE















CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/05/2025

REQUESTER: STAN BERRY ARCHITECT/ ADRIAN BREGNARD, OWNER

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

ITEM TITLE: (HD 25-09) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 424 COLLEGE AVENUE FOR THE FOLLOWING MODIFICATIONS: A) THE WIDENING OF THE EXISTING DRIVEWAY, INSTALLATION OF A PARKING PAD, AND MOVING OF THE EXTERIOR STAIRS FROM THE NORTH SIDE OF THE HOUSE TO THE REAR.

Property History

Historical Information

2004 Chautauqua Historic District Nomination Survey Information:

424 Chautauqua Ave. Ca. 1919. Bungalow/Craftsman. This contributing, one-story, weatherboard single dwelling has an asphalt-covered, front-gabled roof and a stucco foundation. The wood windows are one-over-one hung. The wood door is slab. The partial porch has a front-gabled roof supported by tall, stucco-clad, narrow columns and a stucco porch wall. Other exterior features include a red brick interior chimney and a secondary entrance on the northwest corner. Decorative details include triple windows and exposed roof beams. To the rear is a double car, weatherboard garage with two overhead doors.

Sanborn Insurance Map Information

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

Previous Actions

There have not been any Certificates of Appropriateness for this address.

Requests

a) The widening of the existing driveway, installation of a parking pad, and moving of the exterior stairs from the north side of the house to the rear.

Project Description

Currently, this lot shares a nine-foot-wide driveway with the adjacent property owner to the north. To alleviate chronic parking issues with this lot, the applicant proposes to widen the existing driveway from nine feet to ten feet. An additional foot of concrete will be added to this

lot while the adjacent lot's driveway will remain the same width. The new expanded driveway will lead to two new parking spaces adjacent to the existing garage at the rear of the property. To accommodate the new driveway, the stairs on the northeast corner of the house will have to be moved to the rear elevation of the house, as illustrated on the submitted site plan and elevation drawings. Moving the exterior stairs will require the removal of the existing side door on the north elevation and an existing rear window on the west elevation. The existing door will be removed and reused on the west elevation for rear egress. An existing wood window on the rear of the house will be moved to the north elevation to fill the void left by the removal of the door. The remainder of the opening left after the removal of the door will be filled with wood lap siding to match the existing house. If the re-use of the existing window and door is not feasible, the applicant proposes a custom wood window for the north elevation and an aluminum-clad wood door for the west elevation.

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

2.9 Guidelines for Sidewalks and Driveways

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

.1 Front Driveway Location. *Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.*

.2 Driveway Width. *Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.*

.3 New Driveway Composition. *Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.*

.10 New Paved Areas. *New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.*

.11 Rear Yard Area. *New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.*

.12 Side Yard Parking Area. *The establishment of parking areas adjacent to the side of historic structures is not allowed.*

3.2 Guidelines for Exterior Walls

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

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

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

.3 Replace Only Deteriorated Portions. *If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion in-kind 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.*

Issues and Considerations

The Core Area Parking regulations and the *Preservation Guidelines* require new parking pads to be placed at the rear of the lot, as is proposed. The *Guidelines for Driveways* allow the Historic Preservation Officer to approve the widening of the driveway up to ten feet but requires new parking pads with visibility from the front streetscape to be reviewed by the Historic District Commission. The proposed parking pad at the rear corner of the house will have limited visibility from the front streetscape. The proposed driveway widening and the new rear parking pad meet the *Guidelines* for location, material, and design.

Though the *Guidelines for Exterior Walls* discourage the removal of original features, the Historic District Ordinance allows for modern-day conveniences to be installed on the rear of the house where there is limited visibility from the front streetscape, such as is proposed for this site. The applicant plans to re-use the existing window and door, and if this is not possible, they will match the existing wood windows and an aluminum-clad wood door. The proposed stairs and associated wall renovations meet the *Guidelines for Exterior Walls* for materials and design.

The Commission would need to determine whether the proposed modifications meet the *Preservation Guidelines* and whether such work is compatible with this historic structure and the District as a whole.

Commission Action: (HD 25-09) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 424 College Avenue for the following modification: a) the widening of the existing driveway, installation of a parking pad, and moving of the exterior stairs from the north side of the house to the rear.

**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.

Staff Only Use:

HD Case # _____
Date _____
Received by: _____

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

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: 424 College Avenue

Applicant's Contact Information:

Applicant's Name: Stanley Berry

Applicant's Phone Number(s): 405-830-4195

Applicant's E-mail address: sberry@swbell.net

Applicant's Address: PO Box 2956, Norman, OK 73070

Applicant's relationship to owner: Contractor Engineer Architect

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

Owner's Name: Adrian Bregnard

Owner's Phone Number(s): 281-857-3035

Owner's E-mail: adrian.bregnard@shell.com

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

1) Replace existing drive and widen 12"

2) Add paving for two vehicles in rear yard

3) Remove exterior stairs at side yard. Install new stairs in rear yard

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: Adrian Bregnard **Date:** 8/31/25

(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: Stanley Berry

Authorized Representative's Signature: Stanley Berry **Date:** 8/31/25

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.

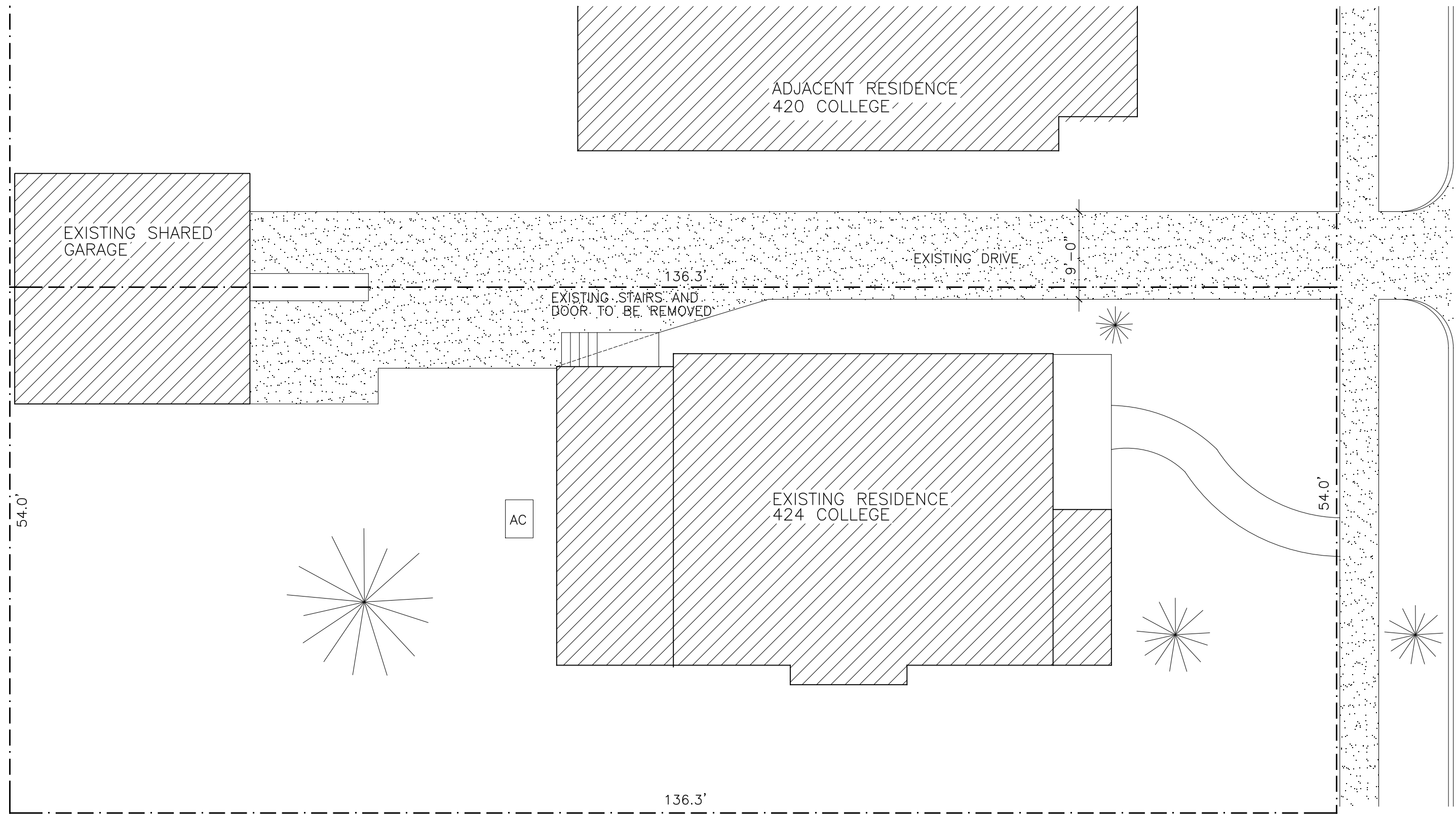
D. Elevation drawings and floor plans indicating existing and proposed features:

- | | |
|---|---|
| <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 |



LOT AREA	7360 SF
HOUSE FOOTPRINT	1736 SF
GARAGE	290 SF
EXISTING DRIVE	455 SF
EXISTING STAIRS	35 SF
TOTAL IMPERVIOUS	2516 SF (35%)

1 EXISTING SITE PLAN 1:10

STANLEY BERRY
ARCHITECT
820 CLEMENT DR (405) 830-4195
NORMAN, OK 73069
sberry@swbell.net

**NEW DRIVE
PARKING
STAIRS**

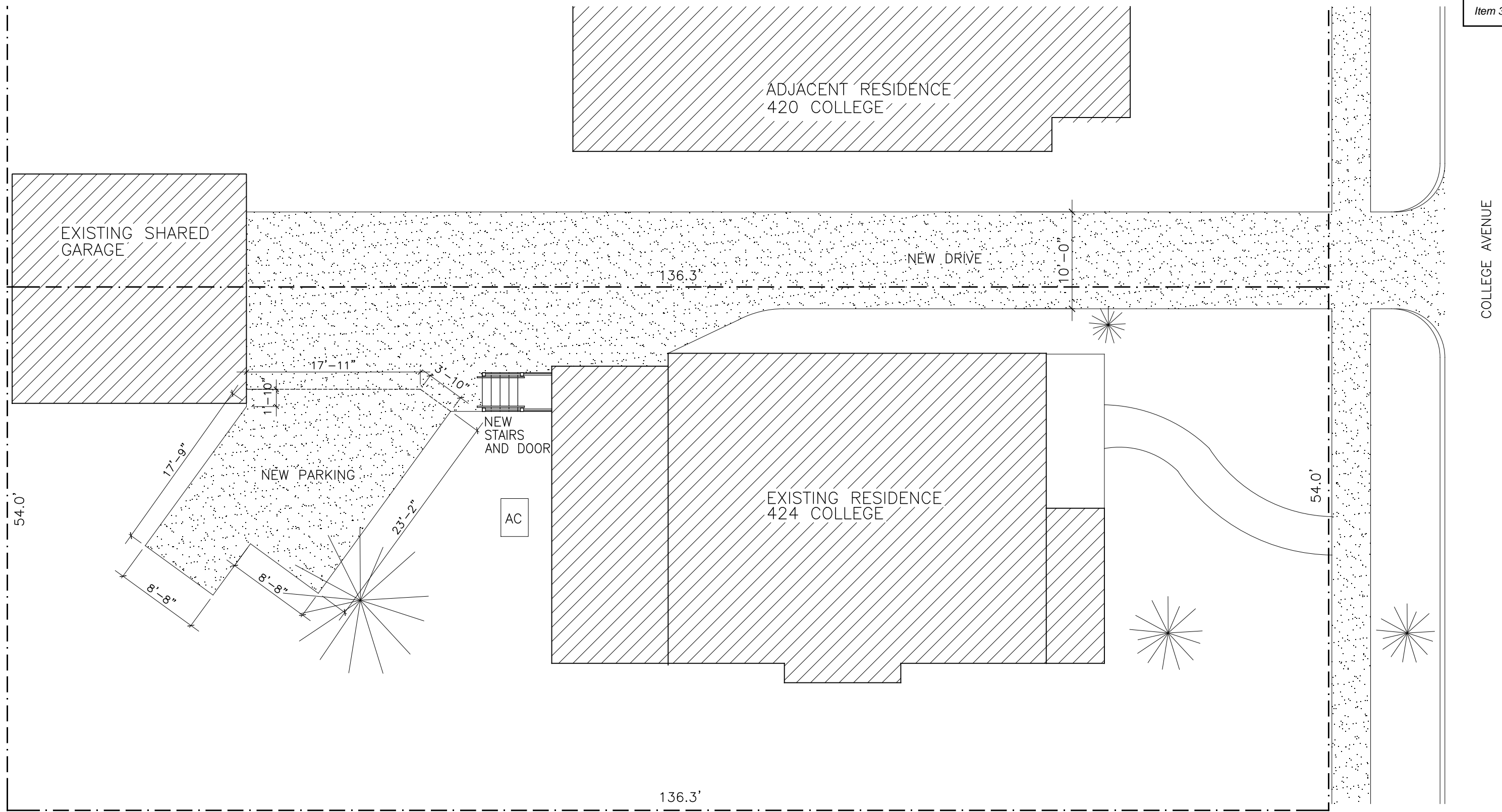
424 COLLEGE AVE
NORMAN, OK

**NOT FOR
CONSTRUCTION**

FOR DESIGN AND
REVIEW PURPOSES

ISSUED FOR
REVIEW 3/31/25

1



LOT AREA	7360 SF
HOUSE FOOTPRINT	1736 SF
GARAGE	290 SF
FRONT PORCH AND WALK	203 SF
NEW DRIVE	605 SF
NEW PARKING AREA	395 SF
STAIRS	29 SF
TOTAL IMPERVIOUS	3258 SF (45%)

1 PROPOSED SITE PLAN 1:10

STANLEY BERRY
ARCHITECT
820 CLEMENT DR (405) 830-4195
NORMAN, OK 73069
sberry@swbell.net

**NEW DRIVE
PARKING
STAIRS**

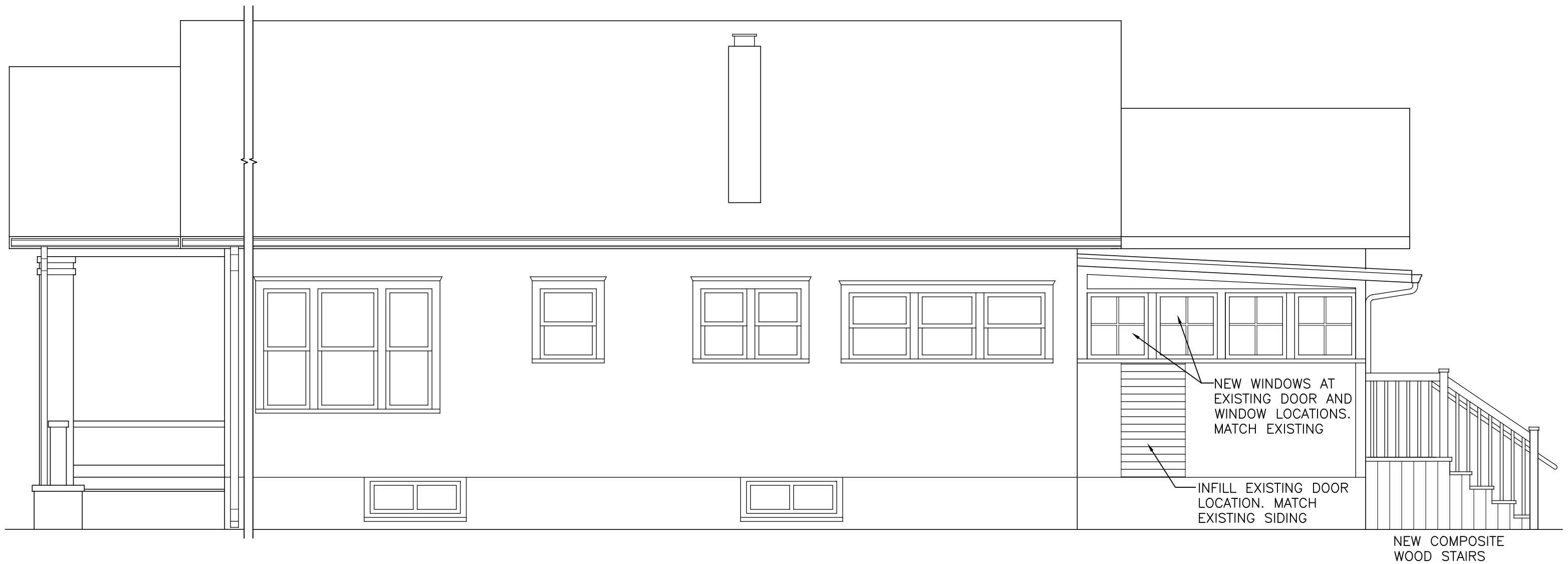
424 COLLEGE AVE
NORMAN, OK

**NOT FOR
CONSTRUCTION**

FOR DESIGN AND
REVIEW PURPOSES

ISSUED FOR
REVIEW 3/31/25

2



1 NORTH ELEVATION
 3 1/4" = 1'-0"

STANLEY BERRY
 ARCHITECT
 820 CLEMENT DR (405) 830-4195
 NORMAN, OK 73069
 sberry@swbell.net

**NEW DRIVE
 PARKING
 STAIRS**
 424 COLLEGE AVE
 NORMAN, OK

**NOT FOR
 CONSTRUCTION**
 FOR DESIGN AND
 REVIEW PURPOSES

ISSUED FOR	
REVIEW	3/31/25
3	



1 WEST ELEVATION
 4 1/4" = 1'-0"

STANLEY BERRY
 ARCHITECT
 820 CLEMENT DR (405) 830-4195
 NORMAN, OK 73069
 sberry@swbell.net

NEW DRIVE
 PARKING
 STAIRS

 424 COLLEGE AVE
 NORMAN, OK

NOT FOR
 CONSTRUCTION

 FOR DESIGN AND
 REVIEW PURPOSES

ISSUED FOR	
REVIEW	3/31/25
4	



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- Steel has the strength to safeguard your home through inclement weather and substantial impacts.
- Steel wood edge doors come standard with a 20-minute fire-rating and are also available in a 90-minute option.
- Steel doors fit any style and budget.

📍 Where to Buy

Glass ▾
Clear
Privacy level: █ 1/10

Color ▾
White

Size (w x h) ▾
32" x 80"

Door Configuration ▾
Single Door

Trex Select®

Nature inspired with minimal maintenance



Trex Enhance®

NATURALS

Beauty on a budget



Trex Enhance®

BASICS

A trade up from wood



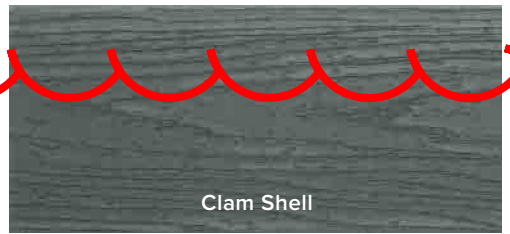
Item 3.



Pebble Grey



Foggy Wharf



Clam Shell



Saddle



Rocky Harbor



Tide Pool

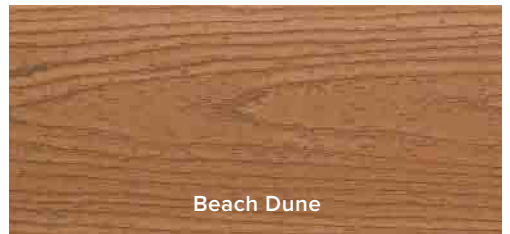
BOARD PROFILES



Use with Trex Hideaway® Hidden Fastening System for a clean, screw-free appearance.



Toasted Sand



Beach Dune



Coastal Bluff



Saddle

HEAT MITIGATING



*Trex decking with heat-mitigating technology can still get hot to the touch when direct sunlight and high temperatures converge for extended periods of time. We therefore recommend shoes, socks, and pet booties, so that you and yours can enjoy living on your deck as much as we've enjoyed innovating it.



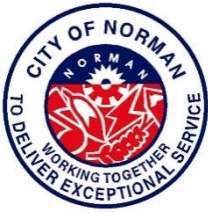
Cinnamon Cove



Honey Grove

Decking & Railing

Design the perfect pair to suit your style and budget



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 05/05/2025

REQUESTER: Ryan and Brittany Stover

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

ITEM TITLE: (HD 24-02) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 643 OKMULGEE STREET FOR ADDITIONAL PARKING BY THE FOLLOWING MODIFICATIONS: A) OPTION 1: WIDENING OF THE APPROACH AND DRIVEWAY OFF OKLAHOMA AVENUE; B) OPTION 2: INSTALLATION OF AN ADDITIONAL PARKING SPACE ADJACENT TO THE EXISTING DRIVEWAY; C) OPTION 3: INSTALLATION OF A NEW DRIVEWAY OFF OKMULGEE STREET.

Property History

Historical Information

2014 Southridge Historic District Nomination Survey Information:

643 Okmulgee Street. 1943. Minimal Traditional. This contributing, one-story, aluminum sided, single dwelling has a moderate pitched, asphalt covered, cross gabled roof and a concrete foundation. The wood windows are six-over-six hung with metal storms. The partial porch has concrete steps, concrete floor, and wrought iron railing. The porch is uncovered. To the east rear, there is a detached, aluminum sided, front gabled, single car garage with a paneled overhead door.

Sanborn Insurance Map Information

Sanborn Insurance Maps do not exist for this portion of the Southridge Historic District.

Previous Actions

December 2, 2024 – A Certificate of Appropriateness (COA) request for a rear addition, new rear entry, and rear patio was approved.

February 3, 2025 – A COA request to expand the existing approach, driveway, and front porch was postponed to allow the applicant time to revise the proposals.

Overall Project Description

In December, the property owners replaced the existing gravel driveway off Oklahoma Avenue with a 10-foot concrete driveway. The applicant submitted a COA request to expand the existing approach and driveway in February to create additional parking on this property. After feedback

from the Commission, the applicant postponed the COA request to allow time to revise the proposal after review of other options for additional parking. The applicant is now submitting three options for the Commission's consideration. Option 1 proposes adding to the existing approach and driveway to create a 20-foot-wide by 20-foot-long driveway and parking area. Option 2 proposes expansion of the existing driveway with a 10-foot by 20-foot parking space, but will not expand the approach. Option 3 proposes a new driveway off Okmulgee Street.

REQUESTS

a) Option 1: Widening of the existing approach and driveway off Oklahoma Avenue;

Project Description

The Core Area Parking regulations in the Zoning Ordinance require any new parking to be installed in the rear or side yards before being allowed to be installed in front yards. The Zoning Ordinance requires parking spaces to be a minimum of 8.5 feet in width by 19 feet in depth. There is currently approximately 15 feet between the front of the garage and the right-of-way. Public Works standards require a new parking space to be placed entirely out of the right-of-way to prevent cars from blocking streets, sidewalks, or drainage facilities. For these reasons, the applicant proposes expanding the existing driveway by 9 feet in width and 20 feet in depth, and extending by 4 ½ feet along the south side of the garage.

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

2.9 Guidelines for Sidewalks and Driveways

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

.1 Front Driveway Location. *Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.*

.2 Driveway Width. *Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.*

.3 New Driveway Composition. *Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.*

.5 Driveway Approaches. *Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to*

10 feet at the sidewalk or property line.

.10 New Paved Areas. *New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.*

.11 Rear Yard Area. *New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.*

.12 Side Yard Parking Area. *The establishment of parking areas adjacent to the side of historic structures is not allowed.*

.13 Front Yard Parking Area. *Parking areas in the front yard of the property are prohibited except within an existing driveway.*

Issues and Considerations

The applicant has reviewed parking options for the lot and is now proposing three options. Option 1 is the same proposal for an expanded approach and driveway submitted for consideration at the February meeting. The applicant has a revised site plan with additional information to clarify the request.

The applicant is proposing new parking at the rear of the lot, as required by the Core Area Parking regulations and the *Preservation Guidelines*. The Guidelines also allow for a new parking pad off the alleyway, but this property does not have an alleyway. City codes also require proposed parking spaces to be at least 8.5 feet wide by 19 feet long, as the applicant proposes.

The *Preservation Guidelines for Driveways* do not address new paved areas for properties without alleyway access. The *Guidelines* state that new parking should be placed at the rear of the property with limited visibility. The applicant proposes the minimum amount of expansion for the approach and driveway while meeting the Zoning and Public Works code regulations. Since a driveway already exists near the rear of the property, the proposed expansion of the existing approach and driveway would have limited visibility and keep the current streetscape view for the east side of the property.

The Commission would need to determine whether the proposed Option 1 for the approach and driveway expansion meets the *Preservation Guidelines* and whether such work is compatible with this historic structure and the District.

Commission Action: (HD 24-02) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 643 Okmulgee Street for additional parking by one of the following modifications: a) Option 1: Widening of the approach and driveway off Oklahoma Avenue.

b) Option 2: Installation of an additional parking space adjacent to the existing driveway;

Project Description

The applicant prepared a second option based on feedback from Commissioners at the February meeting. Commissioners suggested adding the parking space along the south side of the garage and tapering to a 10-foot width at the approach. Option 2 proposes a 9-foot by 19-foot parking space along the south side of the garage. Seven feet of the proposed parking space will extend along the south side of the garage, placing it approximately five feet from the large tree in the backyard. A short curved section would connect the parking space to the existing driveway. As can be seen from the submitted site plan, this parking space would be challenging to navigate and may impact the large tree in the middle of the backyard. Due to the impact on the tree, the applicant finds this option to be the least favorable of the three options.

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 - 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

2.9 Guidelines for Sidewalks and Driveways

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

.1 Front Driveway Location. *Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.*

.2 Driveway Width. *Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.*

.3 New Driveway Composition. *Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.*

.5 Driveway Approaches. *Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.*

.10 New Paved Areas. *New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.*

.11 Rear Yard Area. *New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.*

.12 Side Yard Parking Area. *The establishment of parking areas adjacent to the side of historic structures is not allowed.*

.13 Front Yard Parking Area. *Parking areas in the front yard of the property are prohibited except within an existing driveway.*

Issues and Considerations

The second option would preserve the streetscape view along the east side of the property. The *Preservation Guidelines* allow rear yard parking with no visibility or limited visibility. This proposed option meets the *Guidelines* for location. As noted under the project description, the proposed parking space will be approximately 5 feet from the large tree in the backyard. The *Guidelines for New Paved Areas* specifically state that care should be taken when locating paved areas to ensure that the roots of trees are not impacted.

The Commission would need to determine whether the proposed second option for an additional parking area adjacent to the existing driveway meets the *Preservation Guidelines* and whether such work is compatible with this historic structure and the District.

Commission Action: (HD 24-02) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 643 Okmulgee Street for additional parking by the one of the following modifications: b) Option 2: installation of an additional parking space adjacent to the existing driveway;

c) Option 3: Installation of a new driveway off Okmulgee Street;

Project Description

The third option proposes a new 10-foot driveway off Okmulgee Street. The Core Area Parking regulations require new paving to be added to the rear and side of the property first before the front yard can be considered. If the Historic District Commission finds that Option 1 or 2 does not meet the *Preservation Guidelines*, the front yard driveway could be allowed.

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

2.9 Guidelines for Sidewalks and Driveways

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

.1 Front Driveway Location. Preserve and retain historic front driveways locations. New or expanded front driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located along the property line on one side of the house.

.2 Driveway Width. Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.

.3 New Driveway Composition. Driveways shall be constructed from material allowed by the City Code. Existing gravel driveways may remain in place subject to other provisions in the City Code.

.5 Driveway Approaches. Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.

.10 New Paved Areas. New paved areas should not directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a rear or side yard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas. They shall be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas shall not overwhelm the principal structure.

.11 Rear Yard Area. New parking areas are permitted off alleyway with no visibility or limited visibility from the front right-of-way(s). Corner lots are considered to have two front elevations. Rear yard parking must meet Norman City Codes.

.12 Side Yard Parking Area. The establishment of parking areas adjacent to the side of historic structures is not allowed.

.13 Front Yard Parking Area. Parking areas in the front yard of the property are prohibited except within an existing driveway.

Issues and Considerations

The *Preservation Guidelines for Driveways* discourage the installation of front-yard parking as it may impact the front streetscape and the historic structure. The *Guidelines* state that new front driveways shall be located along the side property line, as proposed in this option. Core Area Parking regulations require new front-yard parking to extend into the rear yard. In this case, the recent addition to the house's northwest corner would prevent the driveway from extending into the rear yard. As previously mentioned, the Core Area Parking regulations require parking in the rear yard before installation in the front yard. If the Historic District Commission determines that rear yard installation options do not meet *Preservation Guidelines*, this option for the proposed front driveway could be allowed under the Core Area regulations.

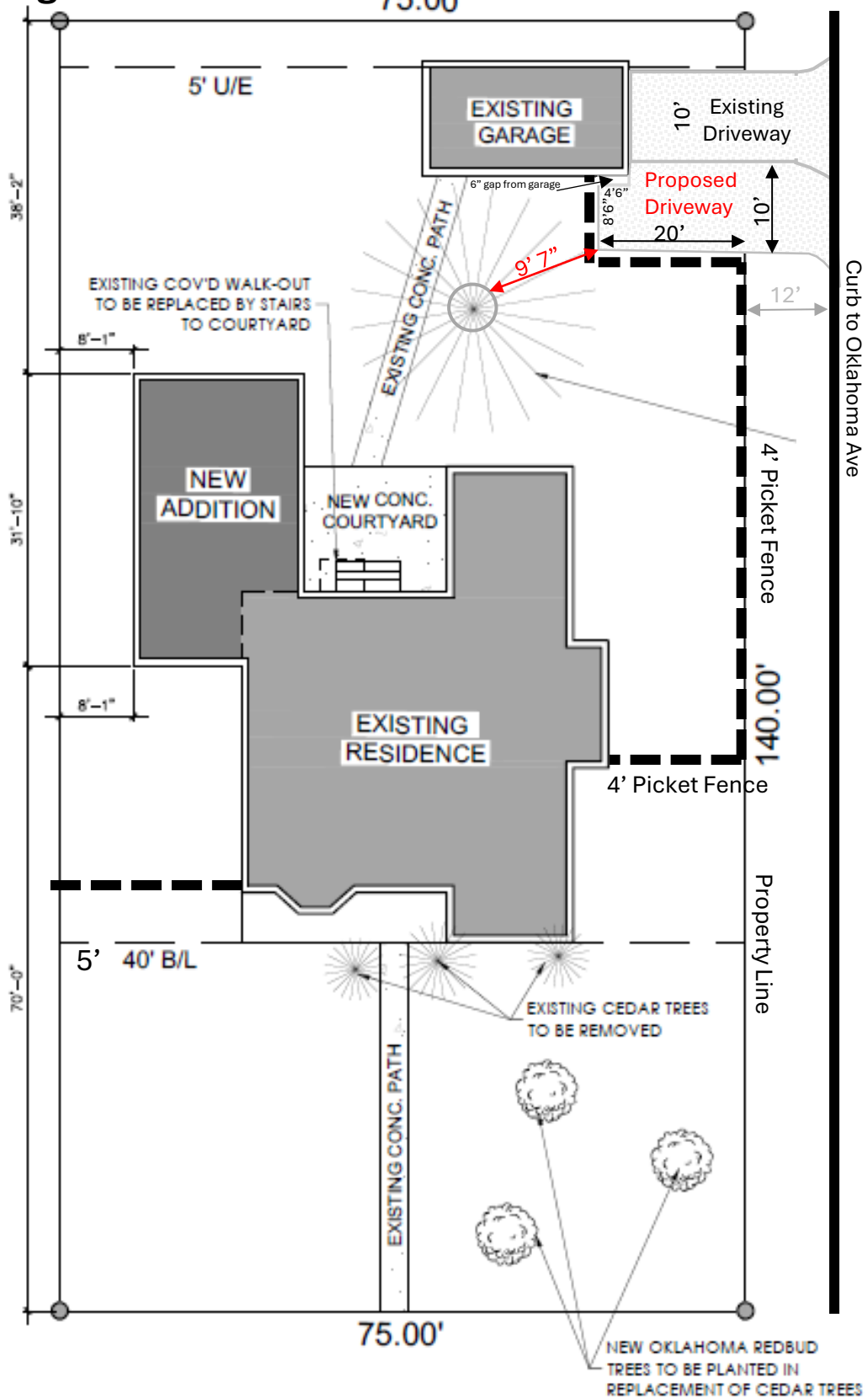
The Commission would need to determine whether proposed Option 3 for a new driveway off Okmulgee Street meets the *Preservation Guidelines* and whether such work is compatible with this historic structure and the District.

Commission Action: (HD 24-02) Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness request for the property located at 643 Okmulgee Street for additional parking by one of the following modifications: c) Option 3: installation of a new driveway off Okmulgee Street.

643 Okmulgee Plot Plan

75.00'

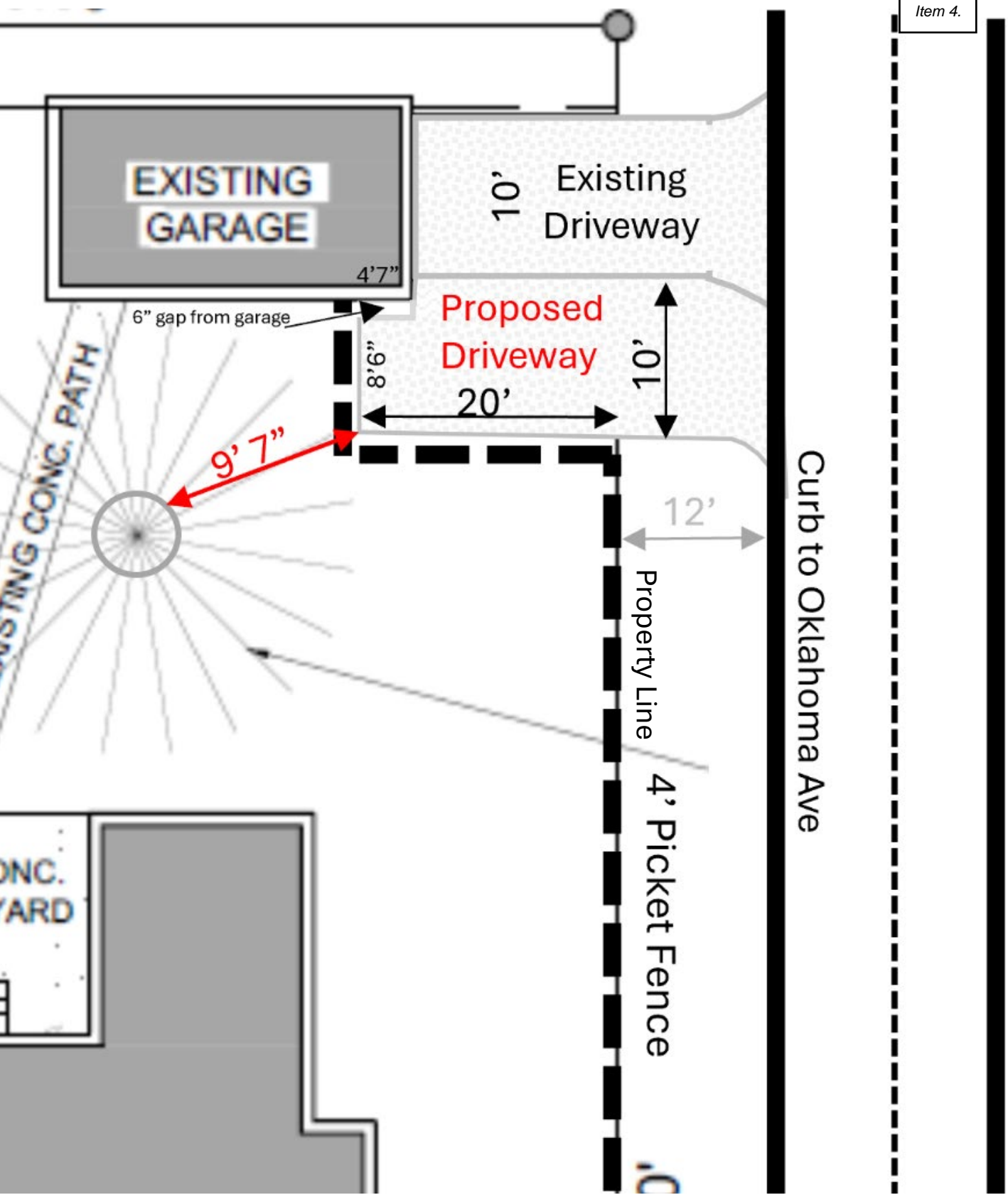
Option 1



Item 4.

OKMULGEE STREET

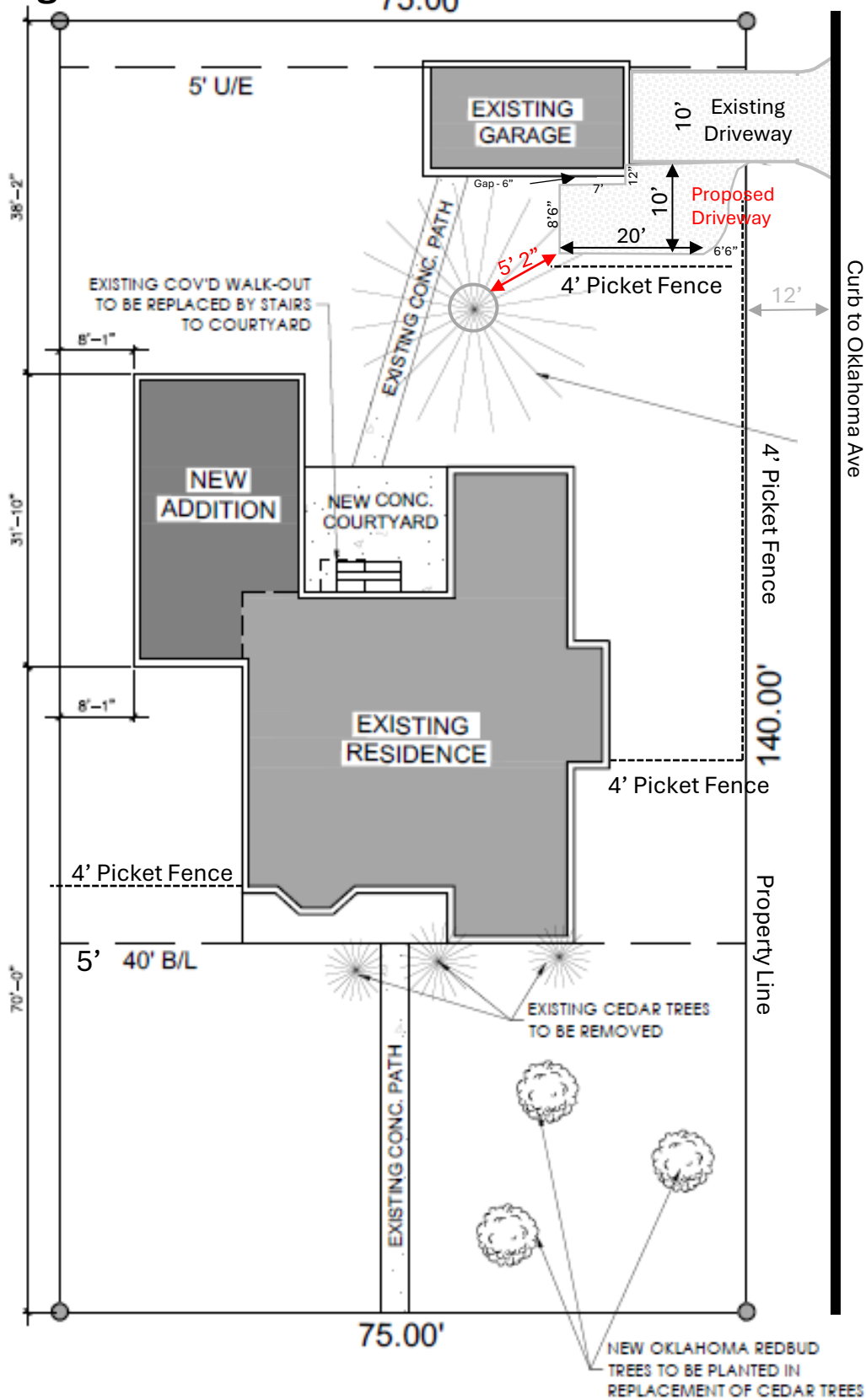
Item 4.



643 Okmulgee Plot Plan

75.00'

Option 2

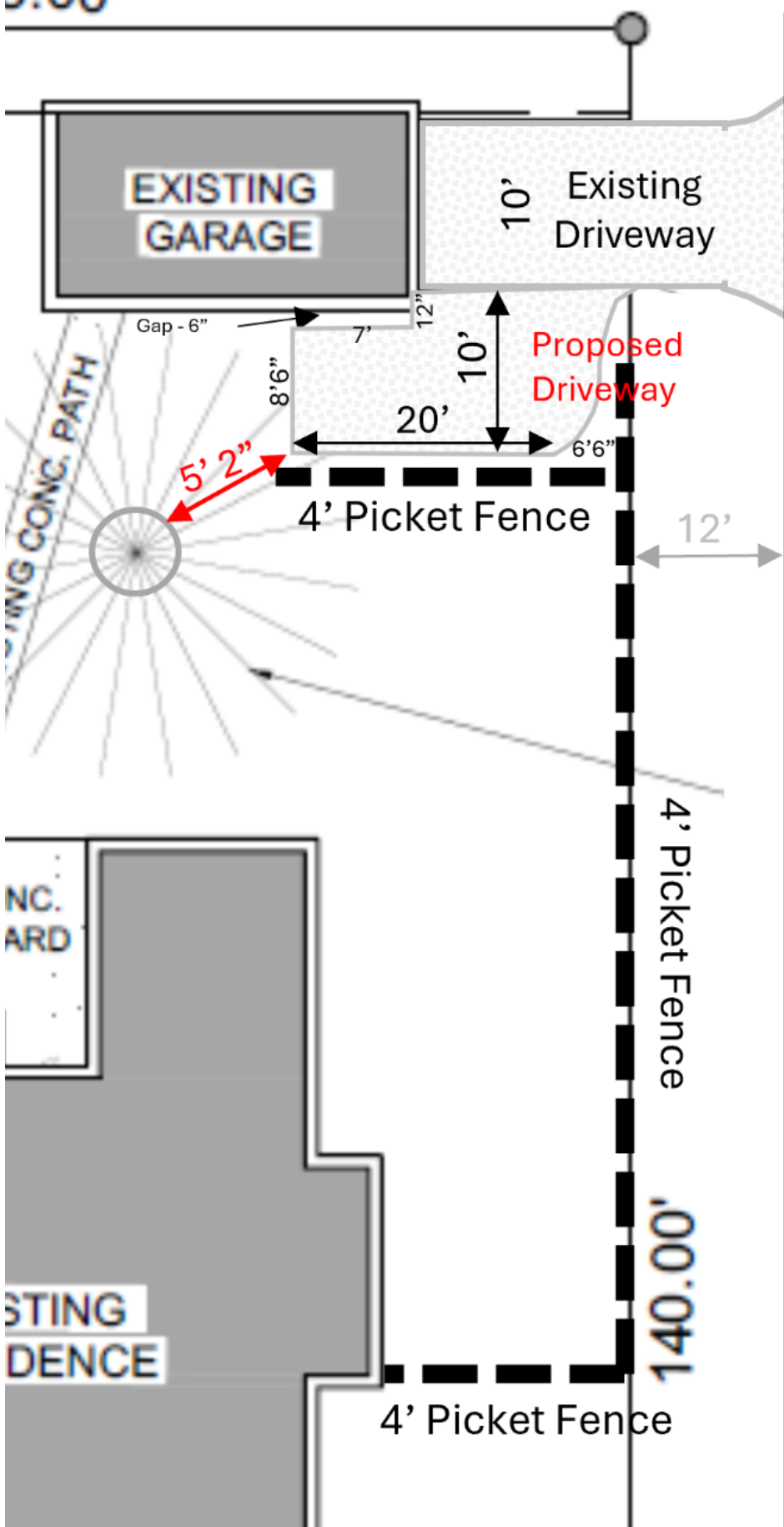


Item 4.

OKMULGEE STREET

Option 2 Zoomed

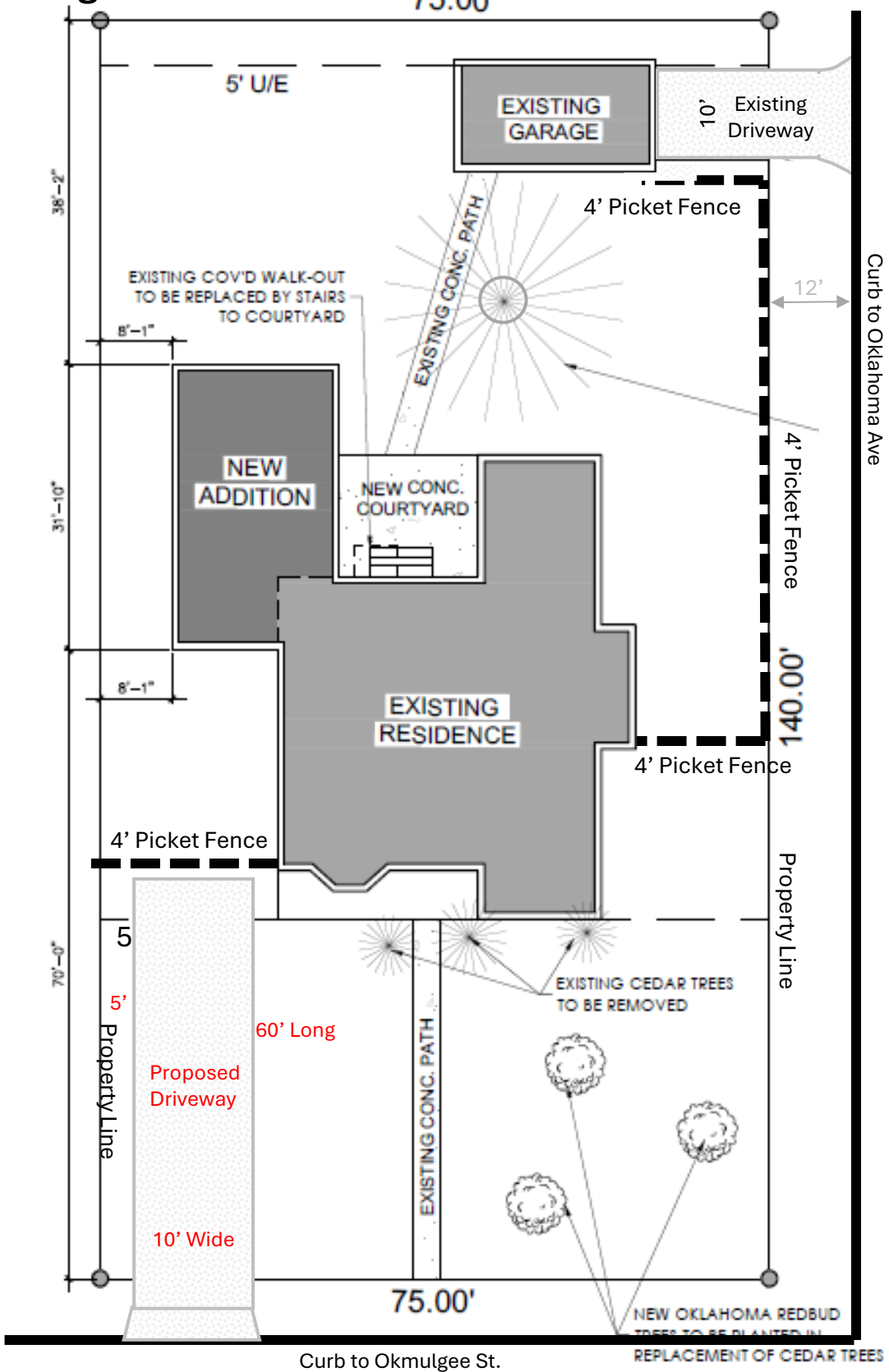
Item 4.



643 Okmulgee Plot Plan

75.00'

Option 3



Item 4.



Curb to Okmulgee St.

REPLACEMENT OF CEDAR TREES

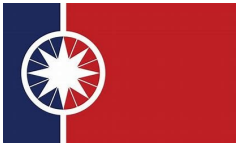
OKMULGEE STREET

643 Okmulgee Renovation

Driveway Addition Proposal



OPTION 1



View of side yard – from Oklahoma Ave.

Prepared by:
Ryan Stover

OPTION 1



**Proposed View – from Oklahoma Ave.
9' 7" from sw corner of parking to tree drip line**

Prepared by:
Ryan Stover

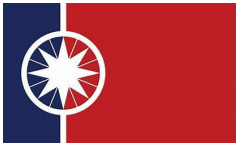
OPTION 2



View of side yard – from Oklahoma Ave.

Prepared by:
Ryan Stover

OPTION 2



View from Oklahoma Ave after installation

Prepared by:
Ryan Stover

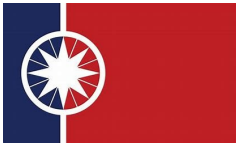
BEFORE



View facing southwest from Oklahoma Ave

Prepared by:
Ryan Stover

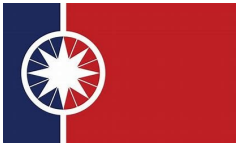
OPTION 1



View facing southwest after installation

Prepared by:
Ryan Stover

OPTION 2



View facing southwest after installation

Prepared by:
Ryan Stover

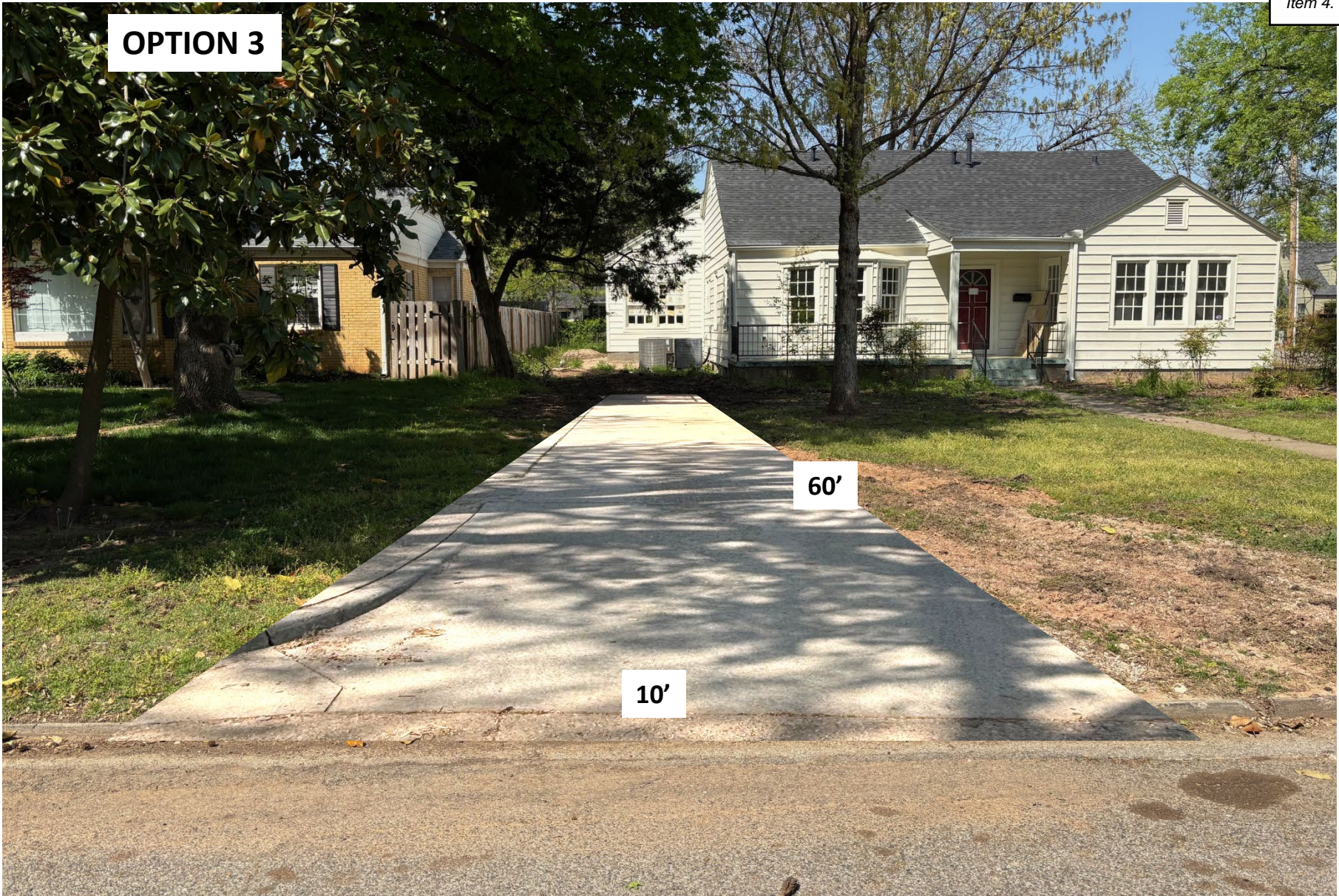
OPTION 3



View facing the house from Okmulgee St.

Prepared by:
Ryan Stover

OPTION 3



**View facing the house from Okmulgee St.
after installation**

Prepared by:
Ryan Stover

Construction Materials:

- 4" thick concrete with rebar
- Standard 6" thick concrete at approach adjacent to city streets





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/05/2024

REQUESTER: HISTORIC DISTRICT COMISSION

PRESENTER: ANAIS STARR, PLANNER I

ITEM TITLE: STAFF REPORT ON ACTIVE CERTIFICATES OF APPROPRIATENESS AND ADMINISTRATIVE BYPASS ISSUED SINCE JANUARY 8,2024.
