



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

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

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

A. Roll Call

B. Minutes

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

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

C. Certificate of Appropriateness Requests.

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

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

Public Hearing:

Staff Presentation
Application Presentation
Public Comments
Close Public Hearing
Commission Discussion

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

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

- a. replacement of all windows with aluminum-clad wood windows;
- b. restoration of columns on front of the house;

- c. removal of secondary front door on the front porch;
- d. addition of wooden brackets on gables;
- e. installation of new front door and side lights.

Public Hearing:

Staff Presentation
Application Presentation
Public Comments
Close Public Hearing
Commission Discussion

Action Needed: Consideration of approval, rejection, amendment, and/or postponement of the requests a, b, c, d, and e.

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

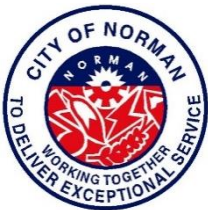
Action Needed: No action needed – for review and feedback only.

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

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

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

G. Adjournment



CITY OF NORMAN, OK HISTORIC DISTRICT COMMISSION MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Monday, April 03, 2023 at 5:30 PM

MINUTES

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

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

A. Roll Call

PRESENT

Commissioner - Vice Chair Barrett Williamson
Commission - Chair Emily Wilkins
Commissioner Mitch Baroff
Commissioner Michael Zorba
Commissioner Sarah Brewer

ABSENT

Commissioner Aaron Brooks
Commissioner Brent Swift
Commissioner Shavonne Evans
Commissioner Taber Halford

A quorum was present.

STAFF PRESENT

Anais Starr, Planner II, Historic Preservation Officer
Jeanne Snider, Assistant City Attorney
Whitney Kline, Administrative Technician III

GUESTS

Paul I. Johnston, 511 Shawnee St., Norman, OK
Nancy Yoch, 617 Okmulgee St., Norman, OK

B. Minutes

1. Approval of the Minutes from the March 6, 2023 Regular Meeting

Motion by Barrett Williamson for approval of the minutes from the March 6, 2023 regular meeting; **Second** by Michael Zorba.

The motion was passed unanimously with a vote of 5-0. Minutes from the previous meeting were approved.

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C. Certificates of Appropriateness Requests.

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

a. **Replacement of original wood windows with vinyl windows.**

Anais Starr stated that the applicant notified her she has been unable to do research for the windows due to family illness and wished to ask for a postponement.

Motion by Barrett Williamson to postpone HD 23-07 till next month's meeting; **Second** by Sarah Brewer.

The motion was passed unanimously with a vote of 5-0. This item has been postponed to the next meeting.

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3. **HD (23-13) Consideration of Certificate of Appropriateness requests at 509 Shawnee Street. for the following proposed work:**

a. **Replace rear window with a set of French doors and stairs;**

Motion by Mitch Baroff to approve Item 3a. Replace rear window with a set of French doors and stairs, as submitted; **Second** by Barrett Williamson.

Anais Starr presented the staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Most properties of Southridge are not on the Sanborn map as with this address.
- There have been no COAs submitted for the property.
- The guidelines states that the rear of a structure is held at a lesser standard and is where modern day conveniences are to be located.

There was no applicant presentation.

Public Comments:

- Paul Johnston, 511 Shawnee St., states he has lived next to the applicant property for 43 years.
- Mr. Johnston stated that the west and the east additions were added to the home in the 1960s by Fred Shellabarger, the original architect for the structure.

Commission Discussion:

- Barrett Williamson stated that the request is on the rear of the house and indicates the Guidelines allow for the request.

There being no further discussion, a vote on the motion was taken. The motion passed 5-0.

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b. Replace wood front door with a replacement door with lites;

Motion by Barrett Williamson to approve Item 3b. Replace wood front door with a replacement door with lites, as submitted; **Second** by Sarah Brewer.

Anais Starr presented a staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.
- Applicant would like to replace the front door to allow more light into the entryway.
- The applicant has submitted 4 different style doors.
- The Guidelines state to preserve the original wood doors of the house and the replacement doors are to be wood doors unless other materials were documented for the historic.
- Commissioner Brewer clarified that it looks like the condition of the current door is in good condition. Ms. Starr agreed with that.

The property owner, Bill Hutcheson and Angela, discussed the project:

- Angela stated that they did pick out one wood door with 9 lites that would match up to the 3 small windows on each side of the door.

Public Comment:

- Nancy Yoch, 617 Okmulgee St, stated that they worked hard to get Southridge to be a historic district and you cannot start chipping away at the historic elements of the houses.
- Paul Johnston stated that the door on this house has been there for 94 years and has no deterioration that he can tell.
- Mr. Johnston also stated that this is the last original screen door in the district.

Commission Discussion:

- Commissioner Williamson stated that he is a hard no and that this house and front door are original and that we need to preserve that.
- Commissioner Brewer and Zorba fully agree with Commissioner Williamson.

There being no other further discussion, a vote on the motion was taken. The motion was denied 0-5.

c. Replace side exterior doors with alternative material doors.

Motion by Sarah Brewer to approve Item 3c. Replace side exterior doors with alternative material doors, as submitted; **Second** by Michael Zorba.

Anais Starr presented a staff report:

- Ms. Starr presented a PowerPoint with pictures as well as the staff report.

- The applicant is wanting the side doors on the first and second floor to match.

The property owner, Bill Hutcheson, discussed the project:

- Mr. Hutcheson stated that they went with the proposed doors they are proposing is because wood is expensive and steel is more affordable.

Public Comment:

- Mr. Johnston stated that when they changed the sunroom into a room they built the doors and that was from the 1960s.
- Mr. Johnston also stated that this is the most exposed part of the house besides the front of the house.

Commission Discussion:

- Commissioner Brewer stated that because this side of the house is very exposed to one streetscape we need to keep them original.
- Commissioner Zorba agreed with Commissioner Brewer.
- Commissioner Williamson stated that the second floor door looks true divided and would not want replacement of that.

There being no other further discussion, a vote on the motion was taken. The motion was denied 0-5.

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D. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since March 6, 2023.

- 518 Chautauqua Ave: Work is nearing completion. No exterior progress apparent since March meeting. Swimming pool installed.
- 518 S Lahoma: Demolition of the non-original addition is complete. Greenhouse has been removed. The construction of the new addition is almost complete.
- 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. Oklahoma Supreme Court issues a ruling earlier this month regarding applicants request. Appeal made in court system, decision pending. Hearing set for May 16, 2023 at 1:30 p.m.
- 506 S Lahoma Ave: Construction continues.
- 434 College Ave: Work nearing completion. No exterior progress apparent since the March meeting.
- 434 College Ave: Work nearing completion. No progress since February meeting.
- 720 S Lahoma Ave: Work as not yet started. Building permit for interior work issued. No exterior progress apparent since the March meeting.
- 610 Miller Ave: Work has not started. Flat top roof installed. Property owner is addressing the leaning chimney prior to rebuilding the parapet wall. No change since the March meeting.
- 412 Chautauqua Ave: Work has not started.
- 514 Miller Ave: No change since March meeting. Work has not started.
- 640 E Boyd St: Work in progress. Removal of metal siding complete. Cement siding almost completely installed. Carport removed.

- 617 Chautauqua Ave: Work has no started.
- 904 Miller Ave: In the process of applying for demo permit.

Administrative Bypass issued since March 6, 2023:

- 633 Chautauqua Ave: Expansion of existing deck – still under 300 sq. ft.
- 503 S Crawford: Installation of 4' fence in side yard and installation of 5' fence in rear yard.
- 425 Chautauqua Ave: Installation of 4' wrought iron fence and 4' wood fence – both in side yard.
- 407 Chautauqua Ave: Installation of 6' rear yard.

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

- Anais Starr mentioned that Brent Swift let us know over the weekend that he will no longer be able to serve on the Historic District Commission.

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F. Adjournment

The meeting was adjourned at 6:35 p.m.

Passed and approved this _____ th day of _____, 2023.

Emily Wilkins, Chair
Historic District Commission

Property Location 607-609 S Lahoma Ave
Chautauqua Historic District

Owner Mary Beth Smith

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

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

Property History

Historical Information

2004 Chautauqua Historic District Nomination Survey Information:

607-609 S Lahoma Avenue. *Ca. 1930. Tudor Revival. This contributing, one-and-one-half story, brick duplex has a steeply-pitched, asphalt-covered, side-gabled roof and a brick foundation. The wood windows are six-over-one hung with metal storms. The wood doors are glazed paneled with metal storms. The partial porches are uncovered with wrought iron railings. The porches flank a steeply-pitched, intersecting, front-gabled vestibule. Other exterior features include two red brick exterior chimneys and shed-roofed side entries with wood glazed paneled doors. Decorative details include minimal eave overhang, double windows and lattice windows.*

Attached are the 1988 Historic Survey sheets for the Commission's reference.

Sanborn Insurance Maps

The 1944 Sanborn Map indicates a duplex dwelling in the same configuration and placement found today.

Previous Actions

March 6, 2023 – A COA request for replacement of twenty-two original wood windows with vinyl windows was heard. The Commission indicated that this did not meet the Historic Preservation Guidelines. The applicant asked for a postponement in order to consider alternative options to the vinyl and to obtain cost estimates. The request was postponed to the April meeting at which another postponement was requested to the May Historic District Commission meeting. The May meeting was cancelled.

Project Description

The applicant replaced twenty-two (22) original wood windows with vinyl replacement windows last year without receiving the required Certificate of Appropriateness. The applicant submitted an *ex post facto* COA request to retain the vinyl windows at the

March 6, 2023 Historic District Commission meeting. The Commission indicated at that meeting that the request did not meet the *Preservation Guidelines* and encouraged the applicant to seek alternatives. She is now requesting a Certificate of Appropriateness to replace the non-approved vinyl windows with wood windows with front windows to be replaced within the year and the remaining windows to be installed within a 5-year period. The applicant has submitted cost estimate and specification sheet from the window contractor, both of which are attached to this report.

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

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

Windows

3.11 Standards for Administrative Bypass

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

.1 Window Replacement. *An historic window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:*

- a. Replace original windows in-kind, meaning match the original in material and finish.*
- b. Muntin width and profile are same as the original in width and profile.*
- c. Light pattern is the same as the original.*
- d. True divided lights (panes) are the same as the original glass thickness.*
- e. Size and dimension of all window components are the same as the original.*
- f. Replacement of less than 50% of the windows on a given elevation.*

3.12 Guidelines for Windows

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

.1 Retain Original Windows. *Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.*

.2 Retain Historic Glass. *Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.*

.3 Glass Replacement. Individual panes of historic glass that have been broken or cracked, may be replaced with modern-day clear glass. Salvaged historic glass or reproduction historic “wavy” glass is also acceptable replacement where historic glass was present.

.4 Glass Variations.

- a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.
- b. Beveled glass in doors and windows is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.
- c. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

.5 Replace Only Deteriorated Features. If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.

.6 Sash Replacement. Replacement sash, often referred to as sash replacement kits, are acceptable for use in historic structures. However, replacement window sash shall be unclad wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.

.7 Window Replacement. An original window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:

- a. Shall have a wood exterior, unless replacing a metal casement window.
- b. Light patterns same as the original.
- c. Size and dimension the same as the original.
- d. Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.

.8 Retain Original Metal Windows. Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.

.9 Preserve Original Openings. Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.

.10 Materials. Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.

Staff Comments

Staff received a phone call in September of 2022, from a concerned resident in the Chautauqua Historic District stating that it appeared that the structure located at 607-609 S Lahoma Avenue had replaced all of the windows in the structure with vinyl windows. Staff immediately visited the property and observed that indeed all of the original wood windows, except for three lattice type windows on the front façade, had been replaced with vinyl windows.

The property owner, Mary Beth Smith, was sent a letter on October 12, 2022, informing her that the replacement of windows without an approved Certificate of Appropriateness is in violation of the Historic District Ordinance. She made a request for a Certificate of Appropriateness for the replacement of twenty-two (22) original wood windows with vinyl replacement windows, which as mentioned earlier the Commission encouraged the applicant at the March meeting earlier this year to seek alternatives. She requested a postponement in order to obtain cost estimates for wood windows. She has now amended her COA request to replacing the non-approved vinyl windows with wood windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period.

As indicated, this is an *ex post facto* review of window replacement which the Historic District Ordinance requires the Commission to review the case as if the work has not occurred. Staff would note that this house is a contributing structure to the Chautauqua Historic District.

Pictures obtained from the 1988 Norman Historic Reconnaissance Survey, the listing from a real estate website, and views of the house from the Google Earth website all show wood six-over-one windows on the exterior of the house prior to the installation of vinyl windows. The windows appeared to be in repairable condition.

The *Preservation Guidelines* clearly state in Sections 3.12.1, 3.12.5, and 3.12.7 the requirement to preserve original wood windows.

The Commission has consistently required the preservation of original wood windows since the establishment of both the Chautauqua and Miller Historic Districts in 1995 and 1997 respectively. There have been three cases of note reviewed by the Historic District Commission in the past decade regarding replacement of original wood windows:

327 Alameda Avenue

This case was an *ex post facto* request for the replacement of all the original wood windows in the entire house with vinyl windows. Request for replacement of the original wood windows was denied by the Historic District Commission. The applicant appealed the denial to City Council which upheld the Commission's decision. However, the

applicant was allowed three years to install wood windows. Wood windows were reinstalled by the end of the three year deadline.

321 Duffy Street

This case was an *ex post facto* request for the replacement of some of the original wood windows with vinyl windows. The request for replacement of the original wood windows was denied by the Historic District Commission. The applicant appealed to City Council, however, the applicant withdrew the appeal and re-installed wood windows.

549 S Lahoma Avenue

This case was an *ex post facto* request for the replacement of some of the original wood windows with vinyl windows. The request for replacement of the original wood windows was denied by the Historic District Commission. The applicant appealed the denial to City Council which upheld the Commission's decision. The applicant filed suit in Cleveland County District Court and court proceedings have been ongoing since. As of the writing of this report, the case has been reversed and remanded back to District Court and further litigation is still pending. However, two of the windows in violation received an approved Certificate of Appropriateness and have been replaced with custom wood windows.

The Preservation Guidelines prohibit the use of vinyl replacement windows. Staff would note that use of vinyl windows has never been approved by the Commission.

At the March meeting earlier this year where the request to retain the non-approved vinyl was heard, the Commission indicated to the applicant that wood six-over-one windows would be the appropriate material for this historic house.

The applicant's revised request to replace the non-approved vinyl windows with six-over-one wood windows meets the *Preservation Guidelines* and is appropriate to this historic structure. This request is also compatible with the surrounding Chautauqua Historic District.

As to the proposed request to install the front windows now and the remainder within 5-years, staff has concerns. Staff would note that a previous applicant at 327 Alameda was granted three years to install compliant windows for the entire house. Staff has concerns that such a lengthy time frame as five years for re-installation of wood windows, could prove problematic. As the Commission is aware, prices for wood/wood windows can fluctuate greatly as well as the availability of contractors to perform such work. It should be reasonable to anticipate that the cost of windows will increase significantly over the next 5 years. Additionally, enforcement of such COA with such a lengthy time frame could be problematic especially if the property were sold.

The Commission will need to determine if the request for the replacement of twenty-two (22) non-approved vinyl windows with six-over-one wood windows as submitted, meets

the *Preservation Guidelines* and is compatible with for this structure and the District as a whole. Furthermore, the Commission would need to determine if the request for a phased installation in which the front windows would be installed within the next year and the remainder to be installed within the next 5 years, meets the Preservation Guidelines and is compatible with the house and District as a whole.

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

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

HISTORIC PRESERVATION SURVEY INVENTORY FORM

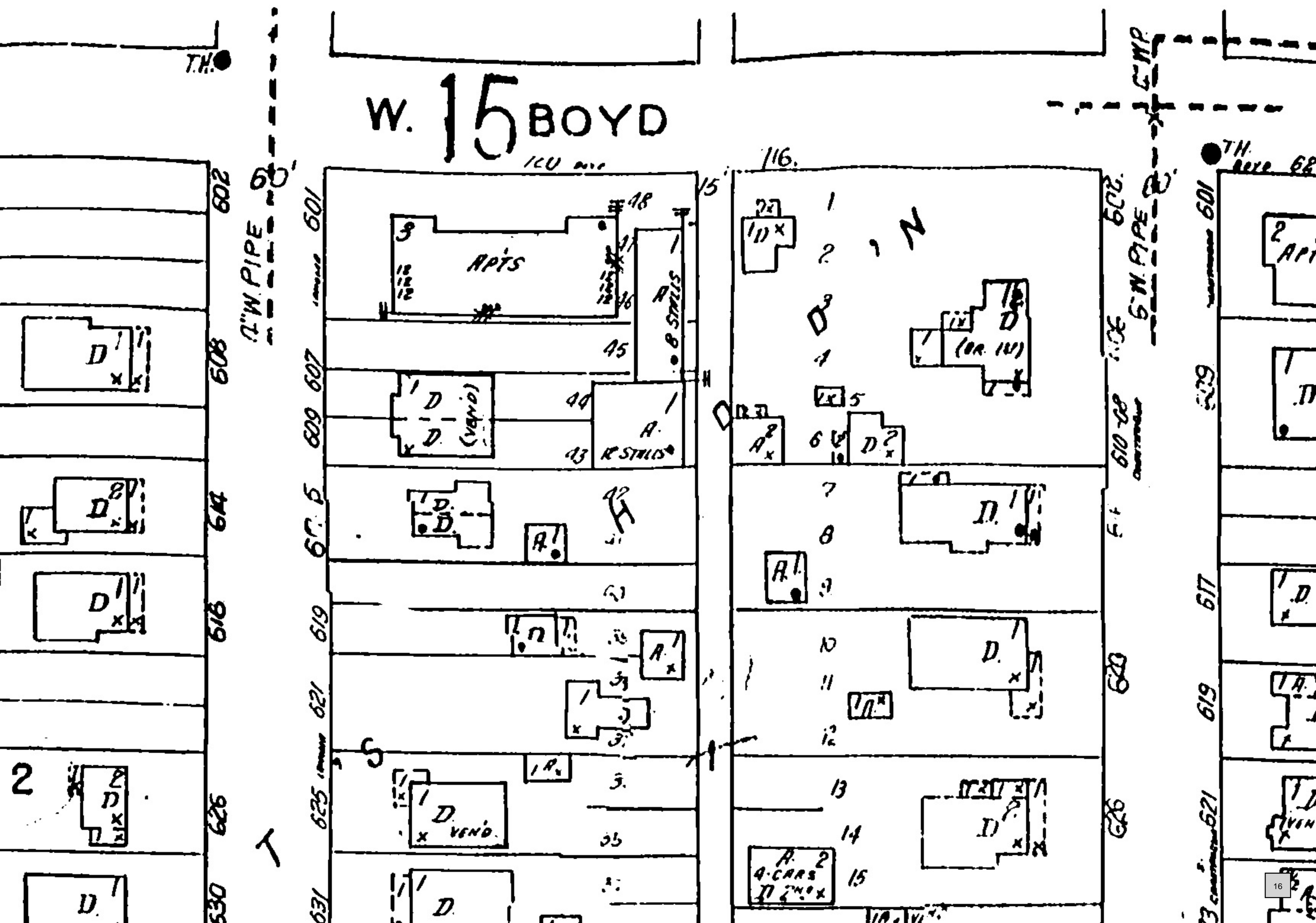
Item 2.

TYPE ALL ENTRIES.

1. PROPERTY NAME: NORMAN, OKLAHOMA
2. RESOURCE NAME: _____
3. ADDRESS: 607/609 S. Lahoma
4. CITY: NORMAN
5. VICINITY: YES (yes or no)
6. COUNTY: CLEVELAND
7. BLOCK: 1
8. LOT: 44, 43
9. PLAT NAME: Landt's Addition
10. SECTION: N/A
11. TOWNSHIP: N/A
12. RANGE: N/A
-
13. RESOURCE TYPE: Building
14. HISTORIC FUNCTION: 01B Multiple Dwelling (2 units)
15. CURRENT FUNCTION: 01B Multiple Dwelling (2 units)
16. AREA(S) OF SIGNIFICANCE: 030 Architecture
17. SIGNIFICANCE: Contributing to the Chautauqua District
- _____
- _____
18. DOCUMENTATION SOURCES: Sanborn Insurance Maps 1944
- _____
- _____
-
19. NAME OF PREPARER: MEACHAM WEISIGER ASSOCIATES
709 Chautauqua, Norman, Ok. 73069
405 - 321 - 6221
20. SURVEY PROJECT: CITY OF NORMAN, OKLAHOMA
21. DATE OF PREPARATION: AUGUST, 1988
22. PHOTOGRAPHS: YES YEAR 1988

BUILDING CONSTRUCTION DESCRIPTION:

23. ARCHITECT/BUILDER: _____
24. YEAR BUILT: Ca. 1938
25. ORIGINAL SITE? Yes DATE MOVED _____ FROM WHERE _____
26. ACCESSIBLE? Yes
27. ARCHITECTURAL STYLE: Tudor (53)
28. FOUNDATION MATERIAL: Brick (30)
29. ROOF MATERIAL: Asphalt (63)
30. WALL MATERIAL: Brick (30)
31. WINDOW TYPE: Double 6/1
32. WINDOW MATERIAL: Wood (20)
33. DOOR TYPE: Panel/glass
34. DOOR MATERIAL: Wood (20)
35. EXTERIOR FEATURES: Round arch 2nd floor window with diamond cut glass
36. INTERIOR FEATURES: N/A
37. DECORATIVE DETAILS: Shed roof with brackets on side door
38. CONDITION OF RESOURCE: Fair
39. DESCRIPTION OF RESOURCE: Present and historic:
Roof - gabled side. 2 story, 1/2 attic. Brick chimney, north
and south end.
- Alterations: 607 $\frac{1}{2}$ in rear. Converted garage to apartment.
Date unknown.
40. COMMENTS: _____
42. PLACEMENT: _____



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 anaïs.starr@normanok.gov
- Step 3** Submit the following items by **12:00 p.m.** on the deadline date.

- ☐ **It is strongly recommended that you meet and /or discuss your proposed work with the Historic Preservation Officer, prior to the submission deadline!**
- ☐ **Completed Application Form**
- ☐ **Application Fee of \$75**
- ☒ **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. *Sent last time***
- ☒ **Site Plan, Elevation Drawings if needed and all other required supporting documents *Sent last time***
- ☒ **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. *Sent last time***

COA Application Review Process:

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

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

Staff Only Use

HD Case #:

Date:

Received by:

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:

Applicant's Contact Information:

Applicant's Name: Mary Beth Smith

Applicant's Phone Number(s): 918-906-6639

Applicant's E-mail address: BLMB5mith@aol.com

Applicant's Address: 10115 S. Maplewood Ave Tulsa ok 74137

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

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

Owner's Name:

Owner's Phone Number(s):

Owner's E-mail:

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

- 1) I replaced our old broken down wood windows with beautiful vinyl windows but have been asked to now replace the brand new vinyl with wood. I got a bid for roughly \$20,000.00 I already paid \$24 for the vinyl & do not have another \$20,000 to pay for replecting again - Months after we paid for the vinyl. I'm asking for 5 yrs to come up with the money to pay for & replace the windows yet again. In order to come up with \$20,000 in 5 yrs requires us to put aside \$333 every month for 60 months. In the meantime, if you want us to replace the front windows now - we'll do that.

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: Mary Beth Smith

Date: 4-25-2023

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

Authorized Representative's Printed Name:

Authorized Representative's Signature:

Date:



















ESTIMATE

607 S Lahoma - all divided lites

Grand Total (USD)

\$19,850.00

Item 2.

BILL TO
Mary Beth Smith
Mary Beth Smith

blmbsmith@aol.com

Estimate Number: 1290

Estimate Date: April 25, 2023

Expires On: May 3, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
Full Mechanical w/Install - Double Hung Remove existing vinyl windows. Pulleys will more than likely be damaged and unusable. Reinstall wood sashes with fixed install for upper sashes and lower sashes. One lower sash per room will be functional with a spring latch system. Labor for all services listed above.	20	\$425.00	\$8,500.00
RRP Lead Fee Preparation for lead containment work area for residential and commercial projects. Per window.	20	\$25.00	\$500.00
Trip Charge Any project more than 1 hour from our shop is automatically assessed a Trip Charge.	1	\$250.00	\$250.00
Hardware - Sash Locks, Pulls Includes new sash locks - per window.	20	\$20.00	\$400.00
Hardware Installation / Window Cost to install window locks and/or pulls.	20	\$25.00	\$500.00
ReSash Wood Windows Size: standard Lites: 6/1 Wood: Cypress Select Glass: 1/8" Single Strength Paint: primed	20	\$485.00	\$9,700.00



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

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

ESTIMATE

607 S Lahoma - all divided lites

Item 2.

Grand Total (USD)

\$19,850.00

Total:	\$19,850.00
<hr/>	
Grand Total (USD):	\$19,850.00

Notes / Terms

* Price includes 25% discount

Prices do not include hardware or weatherization unless specified in estimate above.

Your Onsite Wood Window Specialists - 405.459.0949



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

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

COA Application Request & Support Documents Submitted February, 2023

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

Staff Only Use

HD Case #:

Date:

Received by:

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

Address of Proposed Work: 607 S. Lahoma Ave Norman, OK 73069

Applicant's Contact Information:

Applicant's Name: Mary Beth Smith

Applicant's Phone Number(s): 918-906-6639

Applicant's E-mail address: BLMBSmith@aol.com

Applicant's Address: 10115 S. Maplewood Ave Tulsa, OK 74137

Applicant's relationship to owner: ☐ Contractor ☐ Engineer ☐ Architect ☒ I am the owner

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

Owner's Name: Mary Beth Smith

Owner's Phone Number(s): 918-906-6639

Owner's E-mail: BLMBSmith@aol.com

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

1) Replacing the old & damaged windows

2)

3)

4)

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

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

Property Owner's Signature: Mary Beth Smith

Date: 12-5-22

☐ (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

201 West Gray • P.O. Box 370
Norman, Oklahoma • 73070

HISTORIC DISTRICT COMMISSION
(405) 366-5332

Item 2.

October 12, 2022

Brice Lance & Marybeth Smith
10115 S Maplewood Avenue
Tulsa, OK 74137-7086

RE: Historic District Ordinance violations at 607/609 S. Lahoma Avenue

Dear Property Owner:

According to Cleveland County Tax Assessor records, you are the owner of a house located at 607/609 S. Lahoma in Norman. Your property is located in the Chautauqua Historic District and per the Zoning Ordinance, exterior changes to the property must be reviewed and approved by the Historic District Commission (HDC). This includes the replacement of windows. It was brought to my attention that windows at this address have recently been replaced.

Upon inspection from the street and the alley, it appears that all the windows of the house, except for three on the front of the structure, have been replaced. The Historic District Ordinance requires the HDC to review and issue a Certificate of Appropriateness (COA) for window replacements before installation. Without a Certificate of Appropriateness issued by the Commission, you are in violation of the Historic Preservation Ordinance contained within the Zoning Ordinance.

At this point, you have two options to comply with the Ordinance:

- ☐ Option A : Make a COA application to the Historic District Commission requesting to remove the original historic windows and replace with identical windows to the original —a six-over-one true divided light solid wood window.
- ☐ Option B: Make a COA application to the Historic District Commission requesting window replacement with the recently installed windows.

Please be advised that either request option will be reviewed as a new application despite the fact that the work has already taken place.

Enclosed please find the applicable sections from Chapter 22 of the Norman Zoning Ordinance and Sections 3.11 and 3.12 of the Historic Preservation Guidelines of which you are in violation. I also have enclosed a COA application request form.

You have 60 days from the date of this letter to comply with the aforementioned requirements or charges may be filed in Municipal Court for each day the violation

continues to exist and/or the City may pursue any other legal remedy available in order to achieve compliance.

You can find a full copy of the Historic Preservation Guidelines on the City of Norman website at: <https://www.normanok.gov/your-government/departments/planning-and-community-development/planning-and-zoning/historic>

Please be in contact as soon as possible. I may be reached either by phone at 405-366-5392 or by email at anaïs.starr@normanok.gov.

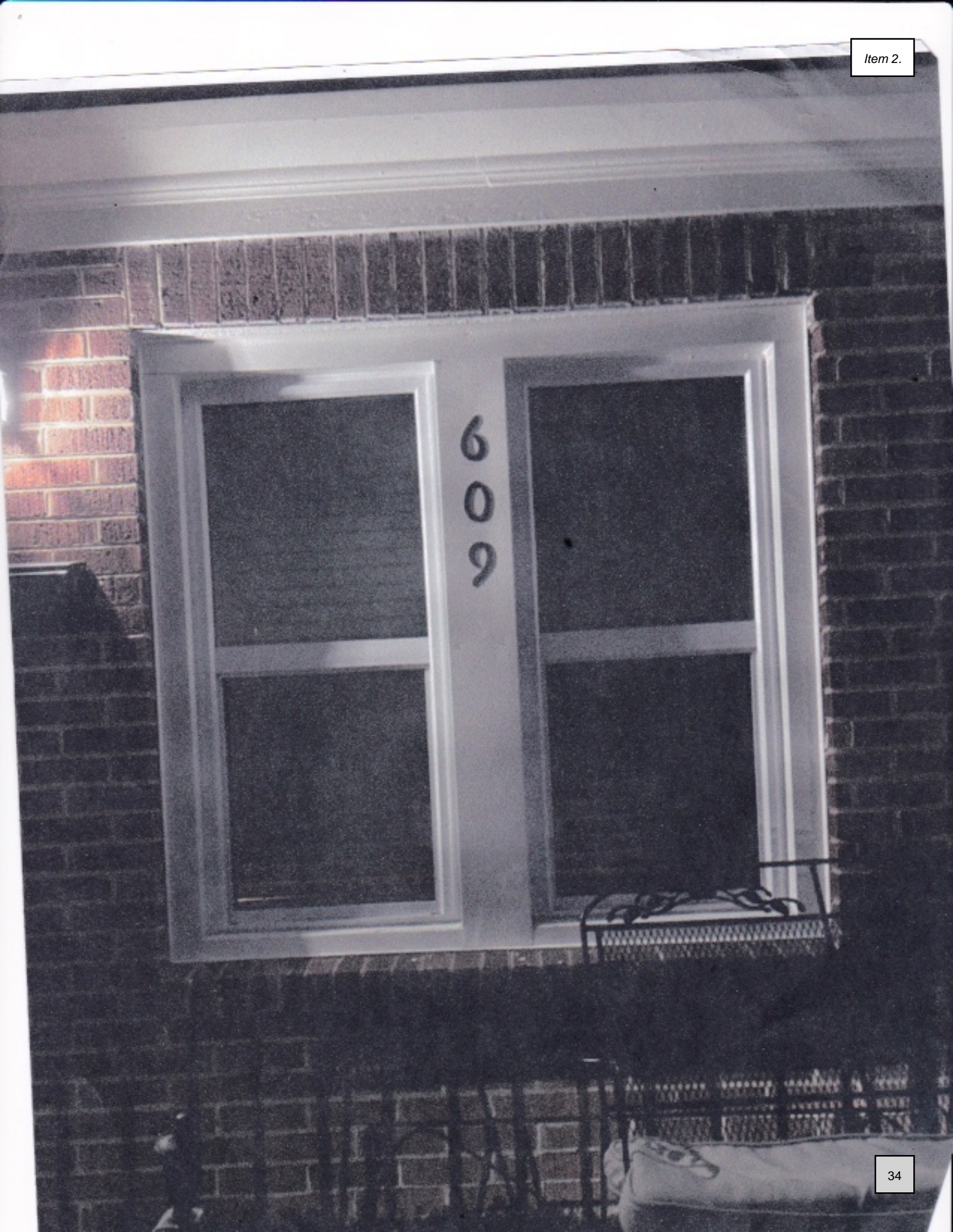
Sincerely,

A handwritten signature in cursive script that reads "Anais Starr".

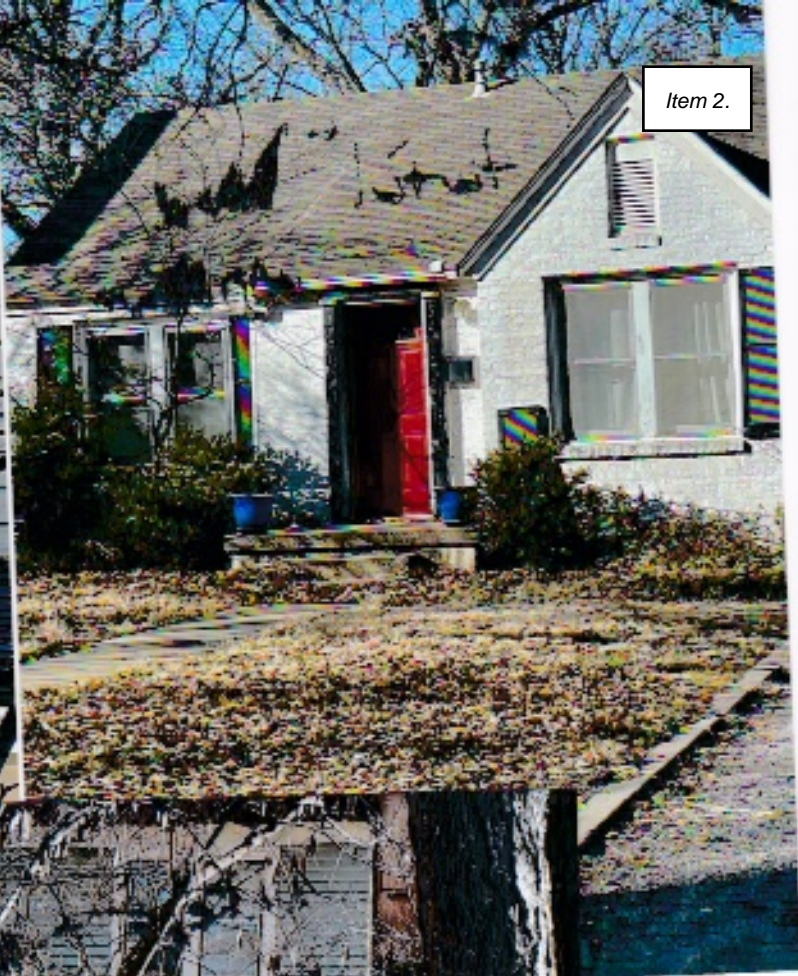
Anais Starr, AICP
Historic Preservation Officer

Attachments

cc: Jeanne Snider, Assistant City Attorney

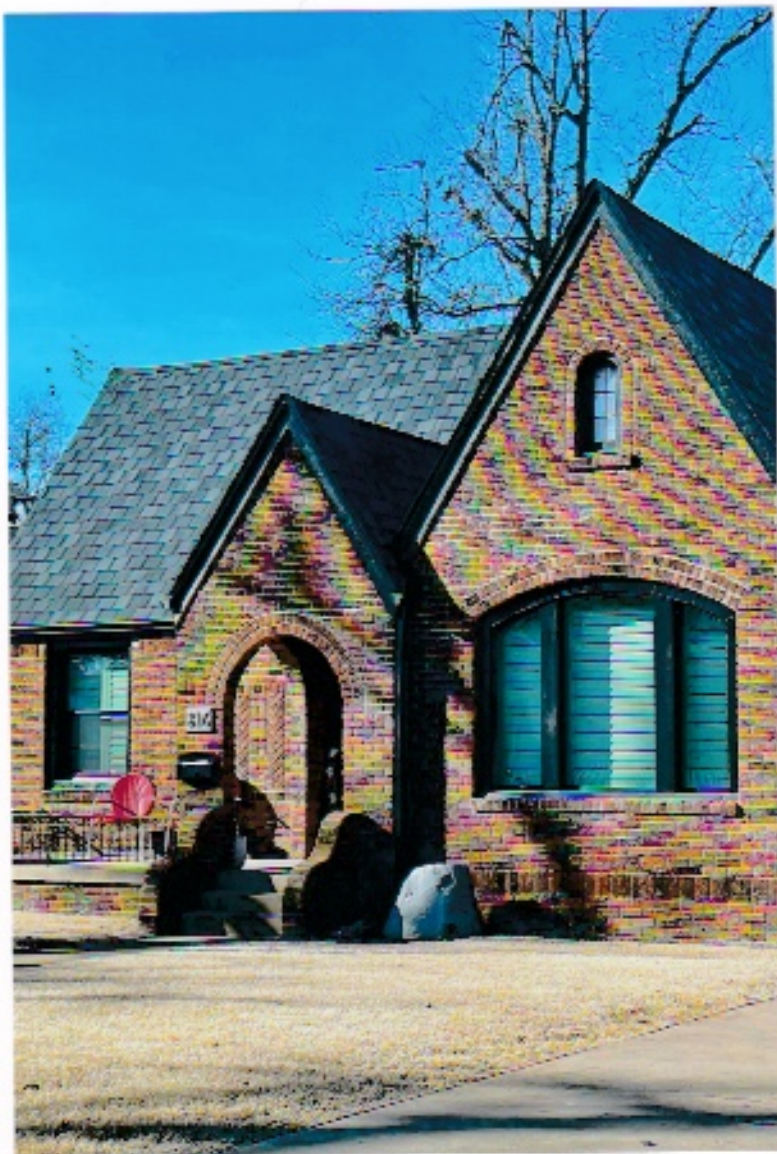






Item 2.





SOONER HOME EXTERIORS
 10017 GOODMAN STREET
 YUKON, OK 73099 US
 soonerhomeexteriors@gmail.com
 http://www.soonerhomeexteriors.com



Estimate

ADDRESS

Mary Beth Smith

ESTIMATE # 1223

DATE 07/21/2021

ACTIVITY	QTY	RATE	AMOUNT
windows Legacy premium white vinyl windows with lowE and argon. Lifetime warranty on frame and components, lifetime warranty on glass seal. Remove and replace 20 wood pocket windows with new Legacy vinyl windows.	22	421.75	9,278.50
window wrap Wrap exterior of all windows with white trim coil, caulk exterior with color match caulking	22	100.00	2,200.00
lead safe Lead safe practices on each window	22	100.00	2,200.00
windows Polaris dynaweld premium white vinyl windows with lowE and argon. Lifetime warranty on frame and components, lifetime warranty on glass seal. Remove and replace 20 wood pocket windows with new Legacy vinyl windows.	22	471.65	10,376.30
TOTAL			\$24,054.80

Accepted By

Accepted Date

Property Location **904 Classen Blvd
Miller Historic District**

Owner **Ryan Hauser**

Request **(HD 23-19) Consideration of Certificate of Appropriateness for the property located at 904 Classen Boulevard as for the following proposed work:**

- a. the replacement of all windows with aluminum-clad wood windows;**
- b. the restoration of columns on the front of the house;**
- c. the removal of a secondary front door on the front porch;**
- d. the addition of wooden brackets on gables;**
- e. the installation of new front door and side lights.**

Property History
Historical Information

2004 Miller Historic District Nomination Survey Information:

Ca. 1913. Bungalow/Craftsman. This non-contributing, one-story, aluminum-sided, single dwelling has an asphalt-covered, cross-gabled roof and a concrete foundation. The wood hung windows are twelve-over-one and one-over-one. The wood door is glazed paneled. The wraparound porch has been enclosed on the north side with one-over-one windows and aluminum siding. The remaining partial porch has aluminum-sided walls and an aluminum-sided column supporting the south side of the porch roof. There is a decorative concrete block, interior, slope chimney on the north side, a gabled dormer with a single rectangular window on the front and a rear screened porch. Decorative details include gable returns and double and triple windows. The building is noncontributing due to a loss of integrity.

Sanborn Insurance Maps

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

Previous Actions

August 6, 2001 - A COA was granted for side-yard and rear-yard fences.

September 9, 2002 - A COA was granted for the installation of a swimming pool.

March 6, 2006 - A COA was granted for the installation of French doors in the accessory structure in the rear yard.

October 6, 2008 - A COA was granted for replacement of an overhead garage door to be replaced with a window and cinderblock in the accessory structure.

September 11, 2017 - A COA was granted for a Certificate of Appropriateness for the exterior modification of an existing accessory structure and the addition of a pergola. This worked was not installed.

January 3, 2022 – A COA was granted for the modification of an existing accessory structure, and replacement of metal/vinyl with cement fiberboard siding on the house. The request for replacement of windows on the north side was postponed, pending additional information from applicant. The applicant did start on the modifications of the accessory structure but issues with the insurance company for the repairs to the exterior of the house has delayed this work.

Overall Project Description

The applicant is seeking to improve the exterior of the house with the several proposed projects.

Some of the windows on the north side of the structure were damaged in the October 2021 hail storm. The applicant would like to replace those windows as well as the rest of the windows on the house to help make the house more consistent. He proposes all of the windows in the house be replaced with aluminum-clad six-over-one.

The applicant would also like to restore the front porch columns that exist under the metal siding on the northeast corner of the structure and on the front porch area.

Along with this restoration of the front columns, the applicant wishes to remove the secondary door that is located on the north wall of the front porch. He proposes to cover the door opening with cement fiber siding or composite siding.

The applicant along with other exterior modifications wishes to add “knee” type wood brackets underneath the eaves of the gables on the front facing gables for aesthetic reasons.

Finally, the applicant wishes to replace the existing front door and side lights with a wood door that has a different wood/window ration for safety reasons.

Request – a. the replacement of all windows with aluminum-clad windows; **Description**

The applicant wishes to replace all twenty-one windows in the house with aluminum-clad six-over-one windows to bring cohesiveness to the structure.

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

Windows

3.11 Standards for Administrative Bypass

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

.1 Window Replacement. *An historic window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:*

- a. Replace original windows in-kind, meaning match the original in material and finish.*
- b. Muntin width and profile are same as the original in width and profile.*
- c. Light pattern is the same as the original.*
- d. True divided lights (panes) are the same as the original glass thickness.*
- e. Size and dimension of all window components are the same as the original.*
- f. Replacement of less than 50% of the windows on a given elevation.*

3.12 Guidelines for Windows

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

.1 Retain Original Windows. *Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.*

.2 Retain Historic Glass. *Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.*

.3 Glass Replacement. *Individual panes of historic glass that have been broken or cracked, may be replaced with modern-day clear glass. Salvaged historic glass or reproduction historic "wavy" glass is also acceptable replacement where historic glass was present.*

.4 Glass Variations.

- a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.*
- b. Beveled glass in doors and windows is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.*
- c. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.*

.5 Replace Only Deteriorated Features. *If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.*

.6 Sash Replacement. *Replacement sash, often referred to as sash replacement kits, are acceptable for use in historic structures. However, replacement window sash shall be unclad wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.*

.7 Window Replacement. *An original window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:*

- a. Shall have a wood exterior, unless replacing a metal casement window.*
- b. Light patterns same as the original.*
- c. Size and dimension the same as the original.*
- d. Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.*

.8 Retain Original Metal Windows. *Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.*

.9 Preserve Original Openings. *Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock window sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.*

.10 Materials. *Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum-clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structures in the historic districts.*

Staff Comments

This house has had many renovations and therefore, contains a variety of window materials and design. Several of the windows on the north side of the structure are wood but are not original to the house as they are part of additions installed prior to the property being added to the Miller Historic District. Other windows in the house are metal or vinyl and have various window pane configurations including nine-over-nine, six-over-one, and one-over-one. It should be noted that the 2004 Miller Historic District Survey indicates windows at that time included both twelve-over-one and one-over-one pane configurations. This structure is a non-contributing structure and the proposed six-over-one aluminum-clad windows is a style seen in the neighborhood.

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

Commission Action: Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness (HD 23-19) for the property located at 904 Classen Boulevard for the following proposed work:

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

Request – b. the restoration columns on front of the house;

Description

The applicant wishes to restore the columns which will be exposed when the metal siding is removed. He has stated that half of the width of the columns can be seen inside the room located on the northeast corner of the house. He assumes the exterior wall will contain the other half of the column. He believes the porch which is also encased in metal siding as well as half wall; will have partial columns as well. In both cases he wishes to reveal and restore the wood columns tapers and restore the brick bases that are missing. He is also proposing to install a brick base between columns to bring uniformity to the front of the house as illustrated on submitted drawings.

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

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 applicant's restoration proposal for the columns comprised of wood tapered top and brick bottom, is a typical configuration seen in the Miller District. Even though the applicant will not be able to entirely restore the columns, partial restoration will help to reinstate the look of the front porch as seen in many structures in the Miller Historic District.

The Commission would need to determine if the restoration of the columns on the front of this non-contributing structure is appropriate and if it is compatible with the surrounding Miller Historic District.

Commission Action: Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness (HD 23-19) for the property located at 904 Classen Boulevard for the following proposed work:

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

Request – c. the removal of secondary front door on front porch;

Description

The applicant wishes to remove a second entrance located on the north wall of the front porch, so as to have better internal programming and to restore the look of the front porch. The opening will be covered in cement fiber board siding which matches the siding approved last year for the remainder of the exterior of this house.

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

Doors

3.13 Standards for Administrative Bypass

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

.1 Door Replacement. *A deteriorated door that is not repairable may be replaced in-kind, meaning a door that matches the original in materials and design. A non-original door may be replaced with a wood door that is appropriate design for the house and the historic district.*

.2 Screen Door Replacement. *Screen doors shall be retained and repaired when necessary. Any replacement screen door shall match the historic screen door and shall be built to mirror the panels and sash divisions of the door that it covers.*

.3 Storm Doors and Screens. *Storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors required to be painted, stained, or have a baked-enamel finish color compatible with the color of the existing door. If storm and screen doors are installed where none existed originally, select a "full vision panel" design to allow the original door to be seen. (Additional information on storm windows and doors is provided in Section 3.17, Utilities and Energy Retrofit).*

3.14 Guidelines for Doors

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

.1 Retain and Preserve Original Doors. *Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware on front doors and side doors visible from the street.*

.2 Replace Only Deteriorated Features. *If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit.*

.3 Retain and Preserve Transoms and Sidelights. *Transoms and sidelights should be retained and preserved. Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.*

.4 Retain Historic Glass. *Retain original glass in historic doors. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.*

.5 Glass Variations

- a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.*
- b. Beveled glass in doors is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.*
- c. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.*

.6 Wood Doors. *Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.*

.7 Replacement Doors. *Replacement doors on a historic structure are to be wood and in appropriate design, size and details in keeping with the style of the house. Installation of steel doors on the front of a historic structure is prohibited. Aluminum clad doors are permissible on rear of the structure upon review on a case-by-case basis.*

.8 Preserve Original Openings. *Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic doors for that structure in proportion, shape, location, pattern, size, materials, and details.*

.9 Materials. *Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum-clad doors can be considered on non-contributing resources and on rear elevations of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.*

.10 New Primary and Secondary Accessory Structures. *Doors in new construction shall be similar to those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.*

.11 Additions. *For construction of additions, choose doors that match the original structure. Aluminum-clad wood doors are permissible for use in additions that are not visible from the front right-of-way. Fiberglass doors can be considered on a case-by-case basis.*

Staff Comments

This second front door entrance is probably not original to the house. This secondary entrance is not typical of structures in the Miller Historic District. The removal of the door for better internal programming would not be detrimental to the house and in fact would bring the structure more in line with a typical structure in the Miller Historic District.

The Commission would need to determine if removal of this non-original secondary door on the front porch would be compatible with this structure and the surrounding Miller Historic District.

Commission Action: Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness (HD 23-19) for the property located at 904 Classen Boulevard for the following proposed work:

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

Request – d. the addition of wooden brackets on gables;

Description

The applicant wishes to improve the appearance of his house by adding wooden “knee” type braces under the gables like seen on some bungalow structures in the Miller Historic District. He is proposing simple wooden brackets as shown in the submitted picture and specification sheet.

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

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

There is no evidence that this structure has previously had wooden brackets under the gables. Wooden “knee” braces are a feature seen in the Miller Historic District on some Craftsman bungalow houses. However, the Preservation Guidelines caution against adding features to a house that might create a false sense of history.

The Commission would need to determine if the addition of wooden brackets on this structure would create a false sense of history on this non-contributing structure and if it would be impactful to the District as a whole.

Commission Action: Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness (HD 23-19) for the property located at 904 Classen Boulevard for the following proposed work:

- d. the addition of wooden brackets on gables;

Request – e.installation of new front door and side lights.

Description

The applicant wishes to replace the front door and side lights as a result of his storm-anxiety dog breaking the side lights. He does not mind replacing the front door with wood, but does not wish to install window panes where the dog would be able to reach them again during a storm. The applicant is proposing a craftsman style door with small lights at the top, as illustrated in the submitted picture and specification sheet.

Reference - Historic District Ordinance

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

Reference - Preservation Guidelines

Doors

3.13 Standards for Administrative Bypass

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

.1 Door Replacement. *A deteriorated door that is not repairable may be replaced in-kind, meaning a door that matches the original in materials and design. A non-original door may be replaced with a wood door that is appropriate design for the house and the historic district.*

.2 Screen Door Replacement. *Screen doors shall be retained and repaired when necessary. Any replacement screen door shall match the historic screen door and shall be built to mirror the panels and sash divisions of the door that it covers.*

.3 Storm Doors and Screens. *Storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors required to be painted, stained, or have a baked-enamel finish color compatible with the color of the existing door. If storm and screen doors are installed where none existed originally, select a “full vision panel” design to allow the original door to be seen. (Additional information on storm windows and doors is provided in Section 3.17, Utilities and Energy Retrofit).*

3.14 Guidelines

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

- .1 Retain and Preserve Original Doors.** Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware on front doors and side doors visible from the street.
- .2 Replace Only Deteriorated Features.** If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit.
- .3 Retain and Preserve Transoms and Sidelights.** Transoms and sidelights should be retained and preserved. Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.
- .4 Retain Historic Glass.** Retain original glass in historic doors. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.
- .5 Glass Variations**
 - d. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.
 - e. Beveled glass in doors is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.
 - f. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.
- .6 Wood Doors.** Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.
- .7 Replacement Doors.** Replacement doors on a historic structure are to be wood and in appropriate design, size and details in keeping with the style of the house. Installation of steel doors on the front of a historic structure is prohibited. Aluminum clad doors are permissible on rear of the structure upon review on a case-by-case basis.
- .8 Preserve Original Openings.** Do not create new openings in the front or side façades of historic structures. Do not enlarge or diminish existing openings to fit stock door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic doors for that structure in proportion, shape, location, pattern, size, materials, and details.
- .9 Materials.** Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum-clad doors can be considered on non-contributing resources and on rear elevations of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.
- .10 New Primary and Secondary Accessory Structures.** Doors in new construction shall be similar to those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.
- .11 Additions.** For construction of additions, choose doors that match the original structure. Aluminum-clad wood doors are permissible for use in additions that are not visible from the front right-of-way. Fiberglass doors can be considered on a case-by-case basis.

Staff Comments

As indicated by the *Guidelines*, preservation of the original doors is preferred. However, since this is a non-contributing structure and the applicant is trying to protect his pet, it seems reasonable to let him replace the front door and sidelights with a different placement of windows panes.

However, the Commission would need to determine if the replacement of the existing front door and sidelights with a wood door of different design would be compatible with the house and the District as a whole.

Commission Action: Consideration of approval, rejection, amendment, and/or postponement of the Certificate of Appropriateness (HD 23-19) for the property located at 904 Classen Boulevard for the following proposed work:

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

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

Staff Only Use

HD Case #: 23-20

Date: 4-28-23

Received by: A. Spurr

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: 904 CLASSEN BLVD

Applicant's Contact Information:

Applicant's Name: WILLIAM RYAN HAUSER

Applicant's Phone Number(s): 405 473-6388

Applicant's E-mail address: TENGWAR@ME.COM

Applicant's Address: 904 CLASSEN BLVD.

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

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

Owner's Name: WILLIAM RYAN HAUSER

Owner's Phone Number(s): 405 473-6388

Owner's E-mail: TENGWAR@ME.COM

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

1) WINDOW REPLACEMENT ALUMINUM CASED WOODEN WINDOWS

2) ALTERATION TO FRONT PORCH + ENCLOSED FRONT PORCH + REMOVE SIDE DOOR (EXPOSE OLD COLUMNS) 3) REPLACE FRONT DOOR

3) REPLACE BACK ENTRANCE STAIRS AND ADD PERGOLA (WOOD) less than 108 sq ft

4) ADDING WOODEN BRACKETS TO GABLES - ON FRONT Gable

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: [Signature]

Date: 4/28/23

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

Authorized Representative's Printed Name:

Authorized Representative's Signature:

Date:

3-19 (Admin Bypass)

-Admin Bypass



What are you looking for?

Item 3.

3404 Belt Line Road
Farmers Branch, TX 75234

Home / Doors / Front / Wood Doors / 5'9x6'8 Craftsman Single with Sidelights Mahogany Pre-Hung Door



«  **norton**

SHOPPING GUARANTEE

4/28/2023 53

Proposed Alterations



Keep original column
tops - repair

Build back brick bases
on columns

Install brick watertable

Install new door and sidelights

Install aluminium-clad windows





Item 3.



Item 3.



Product Selection Guide	
Size and Performance Data	PFH-2
Features and Options	PFH-3
Glazing Performance	PFH-4
Grilles	PFH-6
Grille Patterns	PFH-7
Size and Measurement Guidelines	PFH-8
Design Data	PFH-9
Detailed Product Descriptions	
Clad	PFH-10
Wood	PFH-11
Unit Sections/Installation Details	
Clad	PFH-12
Wood	PFH-15

Precision-Fit windows are intended for pocket installation into an existing old window frame still in place. The existing sashes of the old double- or single-hung window are removed by cutting the balance chords and removing the interior stop and parting stops. The new window is placed against the exterior stop from the interior. The interior stops can then be re-installed.

See installation instructions for details

For masonry installation, see the standard Double-Hung product section.

21 WINDOWS

WOOD CLAD, SINGLE HUNG, SIX PANEL UPPER GRID

The information published in this document is believed to be accurate at the time of publication. However, because we are constantly working to improve our products, specifications are subject to change without notice. Consult your local Pella representative for up-to-date product information.



Pella® Reserve™ Traditional Precision-Fit Hung Window

Item 3.

Size and Performance Data

	Clad LX	Wood LX	Clad SE
Sizes			
Made to order in 1/4" increments	•	•	•
Cottage Sash or Equal Sash Split	•	•	•
Variable sash split	•	•	•
Performance			
Meets or Exceeds AAMA/WDMA Ratings	H-CW40 - CW50 Hallmark Certified	H-CW40 - CW-50 Hallmark Certified	H-CW40 - CW50 Hallmark Certified
Air Infiltration (cfm/ft² of frame @ 1.57 psf wind pressure)	0.11	0.11	0.11
Water Resistance	6.0-6.9 psf	6.0-6.9 psf	6.0-6.9 psf
Design Pressure	40-50 psf	40-50 psf	40-50 psf

Sound Transmission Class / Outdoor-Indoor Transmission Class

Product	Frame Size Tested	Glazing System				STC Rating	OITC Rating
		Overall Glazing Thickness	Exterior Glass Thickness	Interior Glass Thickness	Third Pane Thickness		
Clad LX or SE Double-Hung	With Integral Grilles						
	45" x 65"	11/16"	2.5mm	2.5mm	—	27	25
	45" x 65"	11/16"	3mm	3mm	—	30	26
	Without Grilles						
	45" x 65"	11/16"	2.5mm	2.5mm	—	26	22
	45" x 65"	11/16"	3mm	3mm	—	28	24

(-) = Not Available

(1) Maximum performance for single unit when glazed with the appropriate glass thickness. See Design Data pages in this section for specific product performance class and grade values.

(2) ASTM E 1425 defines standard sizes for acoustical testing. Ratings achieved at that size are representative of all sizes of the same configuration.



Features and Options

Standard	Options / Upgrades
Glazing	
Glazing Type	
Dual-Pane Insulating Glass	—
Insulated Glass Options/Low-E Types	
	SunDefense™ Low-E
Advanced Low-E	AdvancedComfort Low-E
	NaturalSun Low-E
	Clear (no Low-E coating)
Additional Glass Options	
Annealed Glass	Tempered Glass
	Obscure Glass ¹
	Tinted Glass (Bronze, Gray and Green)
Gas Fill/High Altitude	
Argon	High altitude
Exterior¹	
EnduraClad® protective finish	EnduraClad Plus protective finish
Factory Primed Wood Sash (pine, Aluminum-clad frame)	Unfinished Mahogany Wood (LX only)
Interior	
Wood Types	
Pine	Mahogany (clad and wood LX only), Douglas Fir (clad LX only)
Interior Finish¹	
Unfinished Wood	Factory primed ¹ , Factory prefinished paint ¹ , Factory prefinished stain ¹
Hardware	
Hardware Finish	
Champagne, White, Brown or Matte Black	Satin Brass, Satin Nickel, Oil-Rubbed Bronze
Sash Locks	
Cam-action lock	Historical spoon-style lock (surface mounted)
Tilt-Wash Cleaning	
Tilt to interior on both sashes	—
Other Hardware	
—	Sash lifts
Grilles	
Integral Light Technology® Grilles	
—	Traditional, Prairie, Top Row, Cross, New England, Victorian, Diamond, Custom
Grilles-Between-the-Glass	
—	Traditional, Prairie, Top Row ¹ , Cross or Custom-Equally Divided
Screens	
—	Full-Height or Half-height InView™ screens

(1) Contact your local Pella sales representative for current color options.



Pella® Reserve™ Traditional Precision-Fit Hung Window

Item 3.

Glazing Performance - Total unit

Glazing Thickness	Type of Glazing	NFRC Certified Product #	Glass (mm)		Gap Fill	Performance Values 1				Shaded Areas Meet ENERGY STAR® Performance Criteria in Zones Shown						
			Ext.	Int.		U-Factor	SHGC	VLT	CR	U. S.				Canada 2		
										Zone				ER	Zone	
										N	NC	SC	S			CA
Vent - Aluminum-Clad Exteriors											N	NC	SC	S	CA	
11/16"	Clear IG	PEL-N-233-00601-00001	2.5	2.5	air	0.46	0.61	0.63	44							
	with grilles-between-the-glass	PEL-N-233-00602-00001				0.46	0.54	0.56	44							
	with integral grilles	PEL-N-233-00603-00001				0.46	0.54	0.56	44							
11/16"	Clear IG	PEL-N-233-00605-00001	3	3	air	0.47	0.59	0.62	43							
	with grilles-between-the-glass	PEL-N-233-00606-00001				0.47	0.53	0.55	43							
	with integral grilles	PEL-N-233-00607-00001				0.47	0.53	0.55	43							
11/16"	Advanced Low-E IG	PEL-N-233-00637-00001	2.5	2.5	argon	0.29	0.28	0.54	59		NC					
	with grilles-between-the-glass	PEL-N-233-00638-00001				0.29	0.26	0.48	59		NC					
	with integral grilles	PEL-N-233-00639-00001				0.30	0.26	0.48	59		NC					
11/16"	Advanced Low-E IG	PEL-N-233-00641-00001	3	3	argon	0.29	0.28	0.53	58		NC					
	with grilles-between-the-glass	PEL-N-233-00642-00001				0.29	0.26	0.47	58		NC					
	with integral grilles	PEL-N-233-00643-00001				0.30	0.26	0.47	58		NC					
11/16"	SunDefense™ Low-E IG	PEL-N-233-00685-00001	2.5	2.5	argon	0.29	0.21	0.50	59		NC	SC	S			
	with grilles-between-the-glass	PEL-N-233-00686-00001				0.29	0.19	0.44	59		NC	SC	S			
	with integral grilles	PEL-N-233-00687-00001				0.29	0.19	0.44	59		NC	SC	S			
11/16"	SunDefense™ Low-E IG	PEL-N-233-00689-00001	3	3	argon	0.29	0.21	0.49	58		NC	SC	S			
	with grilles-between-the-glass	PEL-N-233-00690-00001				0.29	0.19	0.43	58		NC	SC	S			
	with integral grilles	PEL-N-233-00691-00001				0.29	0.19	0.43	58		NC	SC	S			
11/16"	AdvancedComfort Low-E IG	PEL-N-233-00661-00001	2.5	2.5	argon	0.25	0.28	0.52	48	N	NC					
	with grilles-between-the-glass	PEL-N-233-00662-00001				0.25	0.25	0.47	48	N	NC	SC	S			
	with integral grilles	PEL-N-233-00663-00001				0.26	0.25	0.47	48	N	NC	SC	S			
11/16"	AdvancedComfort Low-E IG	PEL-N-233-00665-00001	3	3	argon	0.25	0.28	0.52	47	N	NC					
	with grilles-between-the-glass	PEL-N-233-00666-00001				0.25	0.25	0.46	47	N	NC	SC	S			
	with integral grilles	PEL-N-233-00667-00001				0.26	0.25	0.46	47	N	NC	SC	S			
11/16"	NaturalSun Low-E IG	PEL-N-233-00613-00001	2.5	2.5	argon	0.30	0.53	0.61	58	N						
	with grilles-between-the-glass	PEL-N-233-00614-00001				0.30	0.48	0.54	58	N						
	with integral grilles	PEL-N-233-00615-00001				0.31	0.48	0.54	58							
11/16"	NaturalSun Low-E IG	PEL-N-233-00617-00001	3	3	argon	0.30	0.52	0.60	57	N						
	with grilles-between-the-glass	PEL-N-233-00618-00001				0.30	0.47	0.53	57	N						
	with integral grilles	PEL-N-233-00619-00001				0.31	0.47	0.53	57							
Tinted Glazing																
11/16"	Bronze Advanced Low-E IG	PEL-N-233-00721-00002	5	3	argon	0.30	0.25	0.34	57		NC	SC	S			
	with grilles-between-the-glass	PEL-N-233-00722-00002				0.31	0.23	0.30	57				S			
	with integral grilles	PEL-N-233-00723-00002				0.31	0.23	0.30	57				S			
11/16"	Gray Advanced Low-E IG	PEL-N-233-00721-00003	5	3	argon	0.30	0.23	0.30	57		NC	SC	S			
	with grilles-between-the-glass	PEL-N-233-00722-00003				0.31	0.21	0.26	57				S			
	with integral grilles	PEL-N-233-00723-00003				0.31	0.21	0.26	57				S			
11/16"	Green Advanced Low-E IG	PEL-N-233-00721-00004	5	3	argon	0.30	0.29	0.47	57		NC					
	with grilles-between-the-glass	PEL-N-233-00722-00004				0.31	0.26	0.41	57							
	with integral grilles	PEL-N-233-00723-00004				0.31	0.26	0.41	57							

R-Value = 1/U-Factor
 SHGC = Solar Heat Gain Coefficient
 VLT % = Visible Light Transmission
 CR = Condensation Resistance
 ER = Canadian Energy Rating

(1) Glazing performance values are calculated for Pine using NFRC 100, NFRC 200 and NFRC 500. Thermal performance of other wood species may vary. ENERGY STAR® values are updated to 2016 (Version 6) criteria.

(2) The values shown are based on Canada's updated ENERGY STAR® 2020 initiative.

See the Product Performance section for more detailed information or visit www.energystar.gov for Energy Star guidelines.

Climate Zones





Pella® Reserve™ Traditional Precision-Fit Hung Window

Item 3.

Glazing Performance - Total unit

Glazing Thickness	Type of Glazing	NFRC Certified Product #	Glass (mm)		Gap Fill	Performance Values ₁				Shaded Areas Meet ENERGY STAR® Performance Criteria in Zones Shown					
			Ext.	Int.		U-Factor	SHGC	VLT	CR	U. S.				Canada ₂	
										Zone				ER	Zone
High Altitude Glazing										N	NC	SC	S		CA
11/16"	Advanced Low-E IG	PEL-N-233-00649-00001	2.5	2.5	air	0.33	0.29	0.54	55						
	with grilles-between-the-glass	PEL-N-233-00650-00001				0.33	0.26	0.48	55						
	with integral grilles	PEL-N-233-00651-00001				0.33	0.26	0.48	55						
11/16"	Advanced Low-E IG	PEL-N-233-00653-00001	3	3	air	0.33	0.29	0.53	54						
	with grilles-between-the-glass	PEL-N-233-00654-00001				0.33	0.26	0.47	54						
	with integral grilles	PEL-N-233-00655-00001				0.34	0.26	0.47	54						
11/16"	SunDefense™ Low-E IG	PEL-N-233-00697-00001	2.5	2.5	air	0.32	0.21	0.50	56				S		
	with grilles-between-the-glass	PEL-N-233-00698-00001				0.32	0.19	0.44	56				S		
	with integral grilles	PEL-N-233-00699-00001				0.33	0.19	0.44	56				S		
11/16"	SunDefense™ Low-E IG	PEL-N-233-00701-00001	3	3	air	0.32	0.21	0.49	55				S		
	with grilles-between-the-glass	PEL-N-233-00702-00001				0.32	0.19	0.44	55				S		
	with integral grilles	PEL-N-233-00703-00001				0.33	0.19	0.44	55				S		
11/16"	AdvancedComfort Low-E IG	PEL-N-233-00673-00001	2.5	2.5	air	0.28	0.28	0.52	44			NC			
	with grilles-between-the-glass	PEL-N-233-00674-00001				0.28	0.25	0.47	44			NC	SC	S	
	with integral grilles	PEL-N-233-00675-00001				0.28	0.25	0.47	44			NC	SC	S	
11/16"	AdvancedComfort Low-E IG	PEL-N-233-00677-00001	3	3	air	0.28	0.28	0.52	43			NC			
	with grilles-between-the-glass	PEL-N-233-00678-00001				0.28	0.25	0.46	43			NC	SC	S	
	with integral grilles	PEL-N-233-00679-00001				0.29	0.25	0.46	43			NC	SC	S	
11/16"	NaturalSun Low-E IG	PEL-N-233-00625-00001	2.5	2.5	air	0.33	0.53	0.61	55						
	with grilles-between-the-glass	PEL-N-233-00626-00001				0.33	0.48	0.54	55						
	with integral grilles	PEL-N-233-00627-00001				0.34	0.48	0.54	55						
11/16"	NaturalSun Low-E IG	PEL-N-233-00629-00001	3	3	air	0.34	0.52	0.60	54						
	with grilles-between-the-glass	PEL-N-233-00630-00001				0.34	0.47	0.53	54						
	with integral grilles	PEL-N-233-00631-00001				0.34	0.47	0.53	54						

R-Value = 1/U-Factor
 SHGC = Solar Heat Gain Coefficient
 VLT % = Visible Light Transmission
 CR = Condensation Resistance
 ER = Canadian Energy Rating

(1) Glazing performance values are calculated for Pine using NFRC 100, NFRC 200 and NFRC 500. Thermal performance of other wood species may vary. ENERGY STAR® values are updated to 2016 (Version 6) criteria.

(2) The values shown are based on Canada's updated ENERGY STAR® 2020 initiative.

See the Product Performance section for more detailed information or visit www.energystar.gov for Energy Star guidelines.

Climate Zones

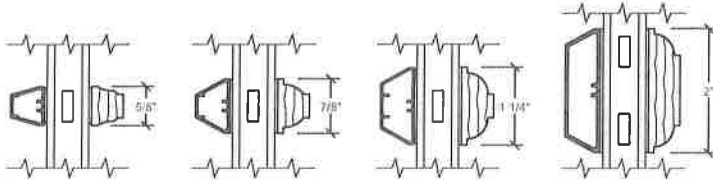




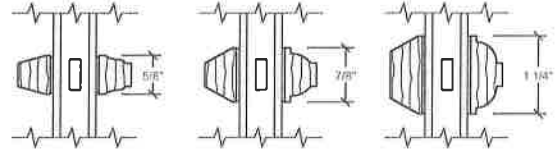
Grille Profiles

Traditional Style Collection - Integral Light Technology®

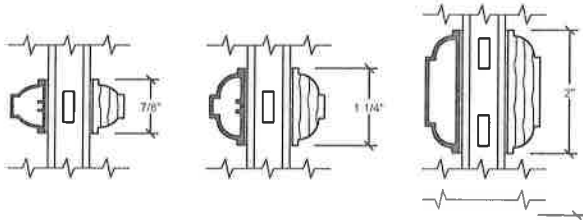
Putty Glaze and Ogee Grilles
Clad Exterior - Wood Interior



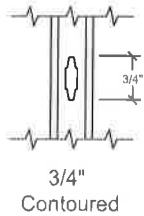
Putty Glaze and Ogee Grilles
Wood Exterior - Wood Interior



Ogee Grilles
Clad Exterior - Wood Interior



Grilles-Between-the-Glass



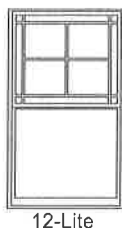
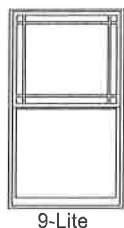
Interior wood ILT grilles available in Pine, Mahogany or Douglas Fir to match complete unit.
Exterior wood ILT grilles available in Pine or Mahogany to match complete unit.



Grille Patterns

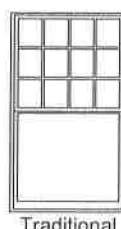
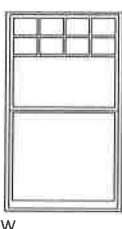
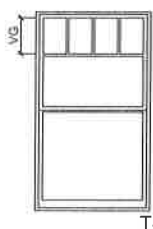
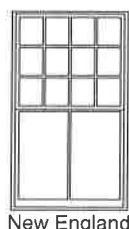
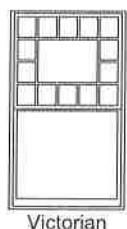
Integral Light Technology® Grilles

Prairie Lite Patterns



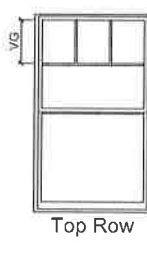
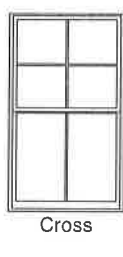
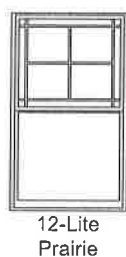
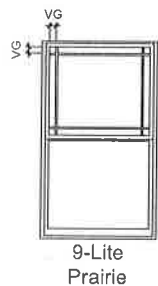
Standard corner lite dimension for Prairie patterns = 2-1/2" VG.
Available in transoms \geq 1'3" height and width.
Available in all standard and special sizes.

Other Available Patterns



VG = Visible Glass
Lite dimensions noted can vary.
For size and pattern availability contact your local
Pella sales representative.

Grilles-Between-the-Glass



Prairie

- Standard corner lite dimension for Prairie patterns = 2-1/2" VG.
- Available in transoms \geq 1'3" height and width.

Cross

- Minimum DH frame height 35".
- Horizontal bar will be at 1/2" of the VG height of the top sash.

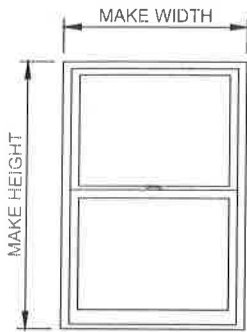
Top Row

- Minimum DH frame height 35".
- Horizontal bar will be at 1/2" of the VG height of the top sash.

For traditional patterns, see size tables.



Size and Measurement Guidelines



Interior view shown.
Refer to unit cross sections in this section for Make Width and Make Height dimensions.

Make Dimensions

Minimum

13-1/2" W x 23-3/4" H
(343 x 603)

Maximum

48" W x 84" H
(1 219 x 2 134)

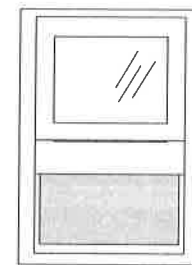
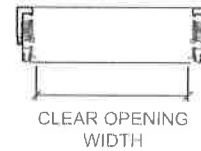
Make Width (MW) = A - 1/2" (rounded to the nearest 1/4")

Make Height (MH) = B - 1/2" (rounded to the nearest 1/4")

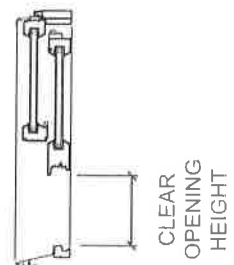
Cottage Sash windows must be between $\geq 40\text{-}1/2"$ and $\leq 71\text{-}1/2"$ make height.

Standard DH - Equal Sash Only - Standard Rail/Stile widths

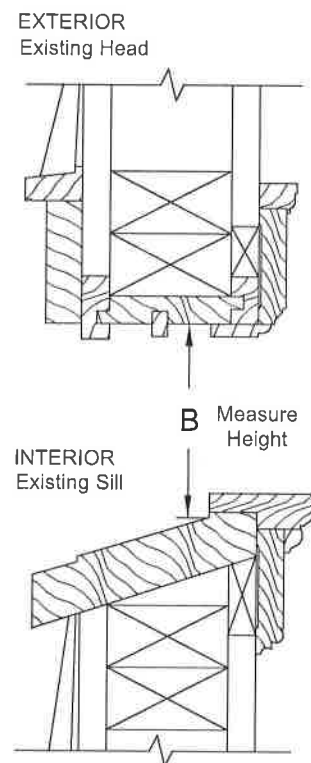
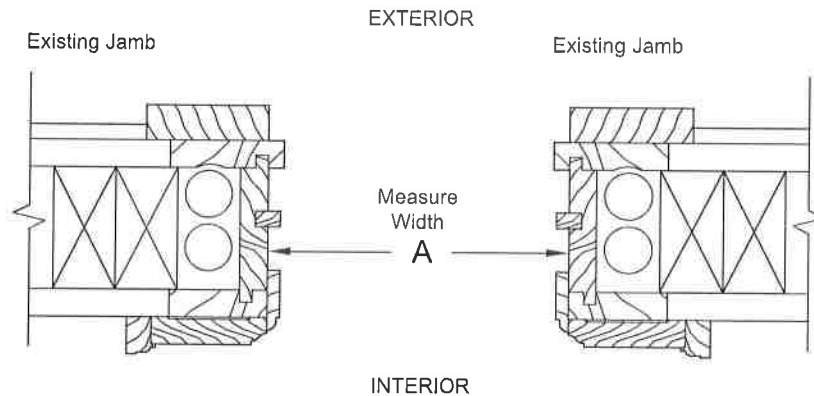
Vent Units	
Visible Glass	Width = Frame - 5.647"
	Height = ((Frame - 8.6875) ÷ 2) - .75"
Actual Glass	Width = Frame - 4.375"
	Height = ((Frame - 5.983) ÷ 2) - .75"
Clear Opening	COW = Frame Width - 3.6875"
	(Frame Height ÷ 2) - 5.1875"
Vent Area	(COW x COH) ÷ 144



Shaded portion shows vent area.



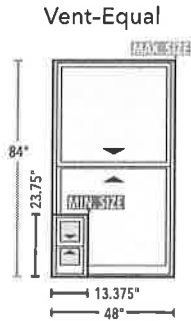
Measurement guidelines





Design Data

Make Size Ranges



Make Width = Opening width - 1/2" (rounded to the nearest 1/4")
Make Height = Opening height - 1/2" (rounded to the nearest 1/4")

Cottage and custom sash splits also available.

Cottage Sash windows must be between $\geq 40\text{-}1/2"$ and $\leq 71\text{-}1/2"$ make height.

Companion fixed windows available. See Precision Fit Casement window offering for matching glass sightlines, or see the Fixed Frame Direct Set offering.

- CW40
- CW45
- CW50-Clad / CW45-Wood

Check all applicable local codes for emergency egress requirements.

E Meets min. clear opening 24" H x 20" W and 5.7 ft².

E1 Meets min. clear opening 24" H x 20" W and 5.0 ft².

Standard Sizes

Vent - Equal Sash																
	21	23.5	25	27.5	29	29.5	31.5	33	35.5	37	39.5	41	41.5	45	48	
84			E ₁	E ₁	E	E	E	E	E	E	E	E	E	E	E	
77			E ₁	E ₁	E	E	E	E	E	E	E	E	E	E	E	
71.5				E ₁	E ₁	E ₁	E	E	E	E	E	E	E	E	E	
71					E ₁	E ₁	E	E	E	E	E	E	E	E	E	
65.5					E ₁	E ₁	E ₁	E	E	E	E	E	E	E	E	
65					E ₁	E ₁	E ₁	E	E	E	E	E	E	E	E	
61.5							E ₁	E	E	E	E	E	E	E	E	
59.5							E ₁	E	E	E	E	E	E	E	E	
59								E ₁	E	E	E	E	E	E	E	
57.5									E ₁	E	E	E	E	E	E	
57																
53.5																
53																
51.5																
47.5																
47																
45.5																
41.5																
41																
37.5																
35.5																
35																

Standard sizes shown, unless noted otherwise. Special sizes are available in 1/4" increments.

Maximum performance when glazed with the appropriate glass. For special size units, use the performance class and grade for the next larger standard size unit.



Detailed Product Description - Aluminum-Clad Exterior

Frame

- Select softwood, immersion treated with Pella's EnduraGuard® wood protection formula in accordance with WDMA I.S.-4. The EnduraGuard formula includes three active ingredients for protection against the effects of moisture, decay, stains from mold and mildew. Plus, an additional ingredient adds protection against termite damage.
- Interior exposed surfaces are [clear pine] [mahogany] [douglas fir].
- Exterior surfaces are clad with aluminum.
- Components are assembled with screws, staples and concealed corner locks.
- Pocket depth is 3-1/4" (83mm).
- Vinyl jamb liner, includes wood/clad inserts.

Sash

- Select softwood, immersion treated with Pella's EnduraGuard® wood protection formula in accordance with WDMA I.S.-4. The EnduraGuard formula includes three active ingredients for protection against the effects of moisture, decay, stains from mold and mildew. Plus, an additional ingredient adds protection against termite damage.
- Interior exposed surfaces are [LX: [clear pine] [mahogany] [douglas fir]] [SE: clear pine].
- Exterior surfaces are clad with extruded aluminum butt-jointed at all corners of the sash with through-stile construction and sealed.
- Sash thickness is 1-7/8" (47mm).
- Sash exterior profile is [ogee] [putty glaze], interior profile is ogee.
- [Double-Hung: Upper sash has surface-mounted wash locks].
- Lower sash has concealed wash locks in lower check rail.
- Sashes tilt for easy cleaning.

Weatherstripping

- Water-stop Santoprene-wrapped foam at head and sill.
- Thermoplastic elastomer bulb with slip-coating set into lower sash for tight contact at check rail.
- Vinyl-wrapped foam inserted into jamb liner to seal against sides of sash.

Glazing System

- Quality float glass complying with ASTM C 1036.
- Custom and high altitude glazing available.
- Silicone-glazed 11/16" dual-seal insulating glass [[annealed] [tempered]] [[clear] [[Advanced Low-E] [SunDefense™ Low-E] [Advanced Comfort Low-E] [NaturalSun Low-E] with argon]] [[bronze] [gray] [green] Advanced Low-E with argon].

Exterior

- Aluminum clad exteriors shall be finished with EnduraClad® protective finish, in a multi-step, baked-on finish.
 - Color is [standard] [feature] [custom]₂- or -
- Aluminum clad exteriors shall be finished with EnduraClad Plus protective finish with 70% fluoropolymer resin in a multi-step, baked-on finish.
 - Color is [standard] [feature] [custom]₂

Interior

- [Unfinished, ready for site finishing] [factory primed with one coat acrylic latex] [pine: factory prefinished [paint] [stain]₂].

Hardware

- Galvanized block-and-tackle balances are connected to self-locking balance shoes which are connected to the sashes using zinc die cast terminals and concealed within the frame.
- Sash lock is [standard] [historic spoon-style]. Two sash locks on units with make width 37" and greater.
- Optional Sash lift furnished for field installation. Two lifts on units with make width 37" and greater.
- Hardware finish is [baked enamel [Champagne] [White] [Brown] [Matte Black]] [Satin Brass] [Satin Nickel] [Oil-rubbed Bronze] [Distressed Bronze] [Distressed Nickel].

Optional Products**Grilles**

- Integral Light Technology® grilles
 - Interior grilles are [5/8"] [7/8"] [1-1/4"] ogee profile that are solid [LX: [pine] [mahogany] [douglas fir]] [SE: pine]. Interior surfaces are [unfinished, ready for site finishing] [factory primed] [pine: factory prefinished [White] [Linen White] [Bright White] [stain]₂].
 - Exterior grilles are [5/8" putty glaze profile] [7/8" [putty glaze] [ogee] profile] [1-1/4" [putty glaze] [ogee] profile] that are extruded aluminum.
 - Patterns are [Traditional] [Prairie] [Top Row] [New England] [Victorian].
 - Insulating glass contains non-glare spacer between the panes of glass.
 - Grilles are adhered to both sides of the insulating glass with VHB acrylic adhesive tape and aligned with the non-glare spacer.- or -

- Grilles-Between-the-Glass₃

- Insulating glass contains 3/4" contoured aluminum grilles permanently installed between two panes of glass.
- Patterns are [Traditional] [9-Lite Prairie] [Cross] [Top Row]
- Interior color is [White] [Tan₄] [Brown₄] [Putty₄] [Black] [Ivory] [Harvest] [Cordovan] [Brickstone].
- Exterior colors is [standard]₂.

Screens

- InView™ Screens
 - [Half-Size] [Full-Size] black vinyl-coated 18/18 mesh fiberglass screen cloth complying with the performance requirements of SMA 1201, set in a [extruded] [standard] aluminum frame fitted to outside of window, supplied complete with all necessary hardware.
 - Spreader bar placed on units > 37" width or 64-1/4" make height.
 - Screen frame finish is baked enamel, color to match window cladding.

Hardware

- Optional factory applied limited opening device available for vent units in stainless steel; nominal 3-3/4" opening. Limiting device concealed from view.
- Optional window opening control device available for field installation. Device allows window to open less than 4" with normal operation, with a release mechanism that allows the sash to open completely. Complies with ASTM F2090-10.

(1) Low-E coated insulating glass is argon-filled (except high altitude). All other insulating glass (including high altitude Low-E) is air-filled.

(2) Contact your local Pella sales representative for current color options.

(3) Available in clear or Low-E insulating glass only.

(4) Tan, Brown and Putty Interior GBG colors are available in single-tone (Brown/Brown, Tan/Tan or Putty/Putty). Other interior colors are also available with Tan or Brown exterior.

(5) Appearance of exterior grille color will vary depending on Low-E coating on glass.



Detailed Product Description - Wood Exterior Sash

Frame

- Select softwood, water-repellent, preservative-treated with EnduraGuard® triple wood protection in accordance with WDMA I.S.-4. EnduraGuard triple protection formula includes water-repellency, three active fungicides and an insecticide applied to the frame.
- Interior exposed surfaces are [pine] [mahogany].
- Exterior surfaces are clad with aluminum.
- Pocket depth is 3-1/4" (83mm).
- Vinyl Jamb liner includes wood / clad inserts.

Sash

- Select softwood, water-repellent, preservative-treated with EnduraGuard triple wood protection in accordance with WDMA I.S.-4. EnduraGuard triple protection formula includes water-repellency, three active fungicides and an insecticide applied to the sash.
- Interior exposed surfaces are [pine] [mahogany].
- Exterior surfaces are [pine] [mahogany].
- Sash thickness is 1-13/16" (46mm).
- Sash exterior profile is putty glaze, interior profile is ogee.
- Upper sash has surface-mounted wash locks.
- Lower sash has concealed wash locks in lower check rail.
- Sashes tilt for easy cleaning.

Weatherstripping

- Water-stop Santoprene-wrapped foam at head and sill.
- Thermoplastic elastomer bulb with slip-coating set into lower sash for tight contact at check rail.
- Vinyl-wrapped foam inserted into jamb liner or jamb liner components to seal against sides of sash.

Glazing System

- Quality float glass complying with ASTM C 1036.
- Custom and high altitude glazing available.
- Silicone-glazed 1 1/16" dual-seal insulating glass [[annealed] [tempered]] [[clear] [[Advanced Low-E] [SunDefense™ Low-E] [AdvancedComfort Low-E] [NaturalSun Low-E] with argon]] [[bronze] [gray] [green] Advanced Low-E with argon].

Exterior

- [Pine: factory primed with one coat acrylic latex] [Mahogany: [factory primed with one coat acrylic latex] [Unfinished, ready for site finishing]].

Interior

- [Unfinished, ready for site finishing] [factory primed with one coat acrylic latex] [pine: factory prefinished [White] [Linen White] [Bright White] [stain 2]].

Hardware

- Galvanized block-and-tackle balances are connected to self-locking balance shoes which are connected to the sashes using zinc die cast terminals and concealed within the frame.
- Sash lock is [standard] [historic spoon-style]. Two sash locks on units with make width 37" and greater.
- Optional Sash lift furnished for field installation. Two lifts on units with make width 37" and greater.
- Hardware finish is [baked enamel] [Champagne] [White] [Brown] [Matte Black]] [satin brass] [satin nickel] [oil-rubbed bronze] [distressed bronze] [distressed nickel].

Optional Products

Grilles

- Integral Light Technology® grilles
 - Interior grilles are [5/8"] [7/8"] [1-1/4"] ogee profile that are solid [pine] [mahogany]. Interior surfaces are [unfinished, ready for site finishing] [factory primed] [pine: factory prefinished [White] [Linen White] [Bright White] [stain 2]].
 - Exterior grilles are [5/8"] [7/8"] [1-1/4"] putty glaze profile [pine] [mahogany], water repellent, preservative-treated in accordance with WDMA I.S.-4, and are factory primed.
 - Patterns are [Traditional] [Prairie] [Top Row] [New England] [Victorian].
 - Insulating glass contains non-glare spacer between the panes of glass.
 - Grilles are adhered to both sides of the insulating glass with VHB acrylic adhesive tape and aligned with the non-glare spacer.

- or -

Grilles-Between-the-Glass

- Insulating glass contains 3/4" contoured aluminum grilles permanently installed between two panes of glass.
- Patterns are [Traditional] [9-Lite Prairie] [Cross] [Top Row]
- Interior color is [White] [Tan 4] [Brown 4] [Putty 4] [Black] [Ivory] [Harvest] [Cordovan] [Brickstone].
- Exterior colors is [standard 2].

Screens

- InView™ Screens
 - [Half-Size] [Full-Size] black vinyl-coated 18/18 mesh fiberglass screen cloth complying with the performance requirements of SMA 1201, set in a [extruded] [standard] aluminum frame fitted to outside of window, supplied complete with all necessary hardware.
 - Spreader bar placed on units > 37" width or 64-1/4" make height.
 - Screen frame finish is baked enamel, color to match window cladding.

Hardware

- Optional factory applied limited opening device available for vent units in stainless steel; nominal 3-3/4" opening. Limiting device concealed from view.
- Optional window opening control device available for field installation. Device allows window to open less than 4" with normal operation, with a release mechanism that allows the sash to open completely. Complies with ASTM F2090-10.

(1) Low-E coated insulating glass is argon-filled (except high altitude). All other insulating glass (including high altitude Low-E) is air-filled.

(2) Contact your local Pella sales representative for current color options.

(3) Available in clear or Low-E insulating glass only.

(4) Tan, Brown and Putty Interior GBG colors are available in single-tone (Brown/Brown, Tan/Tan or Putty/Putty). Other interior colors are also available with Tan or Brown exterior.

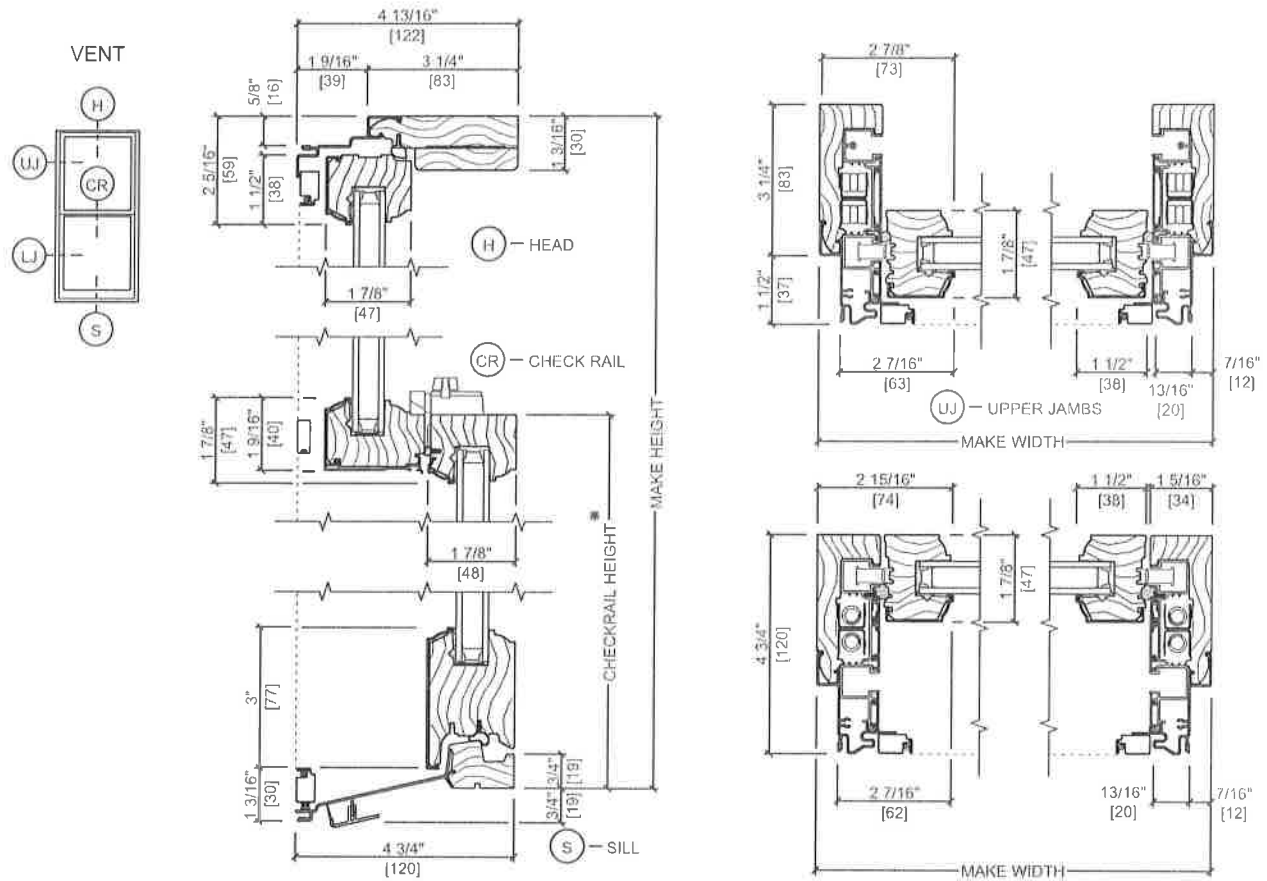
(5) Appearance of exterior grille color will vary depending on Low-E coating on glass.



Pella® Reserve™ Traditional Precision-Fit Hung Window

Item 3.

Unit Section - Aluminum-Clad Exterior Ogee Exterior Glazing Profile



* Dimension required for ordering units with unequal sash.

Scale 3" = 1' 0"

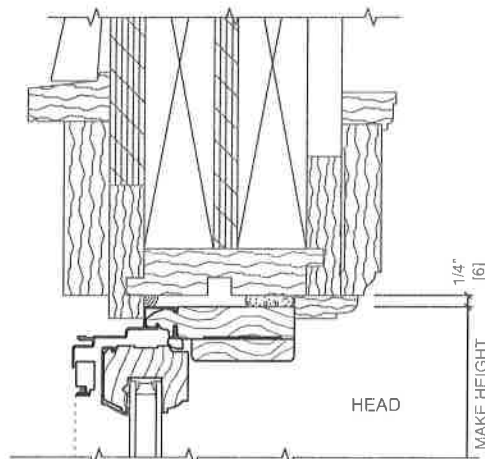
All dimensions are approximate.



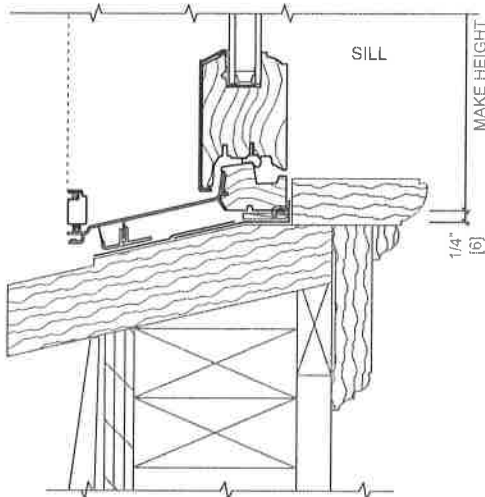
Pella® Reserve™ Traditional Precision-Fit Hung Window

Item 3.

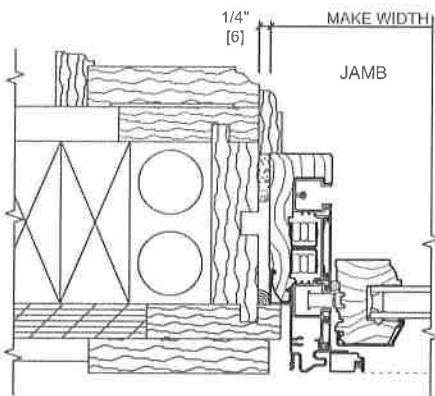
Installation Details - Aluminum-Clad Exterior



NOTE:
WALL CONSTRUCTION AND OLD DOUBLE-HUNG FRAME SHOWN ARE EXISTING; OLD DOUBLE-HUNG SASH HAS BEEN REMOVED. REFER TO THE APPROPRIATE PELLA INSTALLATION INSTRUCTION FOR COMPLETE STEP BY STEP INSTRUCTIONS. SHIM AND PLUMB UNITS AS REQUIRED. SEAL UNIT TO EXTERIOR / BLIND STOP.



SEAL THE UNIT TO EXISTING STOOL AND WINDOW SILL. SEAL ADJUSTABLE SILL ADAPTER TO EXISTING WOOD SILL. LEVEL UNITS AS REQUIRED.



NOTE:
THE ADJUSTABLE SILL ADAPTER MAY BE REMOVED WHEN THE EXISTING WINDOW SILL HAS A SLOPE OF 12 DEGREES OR LESS.

INSULATE ALL VOIDS AT WINDOW PERIMETER (BY OTHERS). SEAL UNIT TO EXTERIOR / BLIND STOP.

Scale 3" = 1' 0"

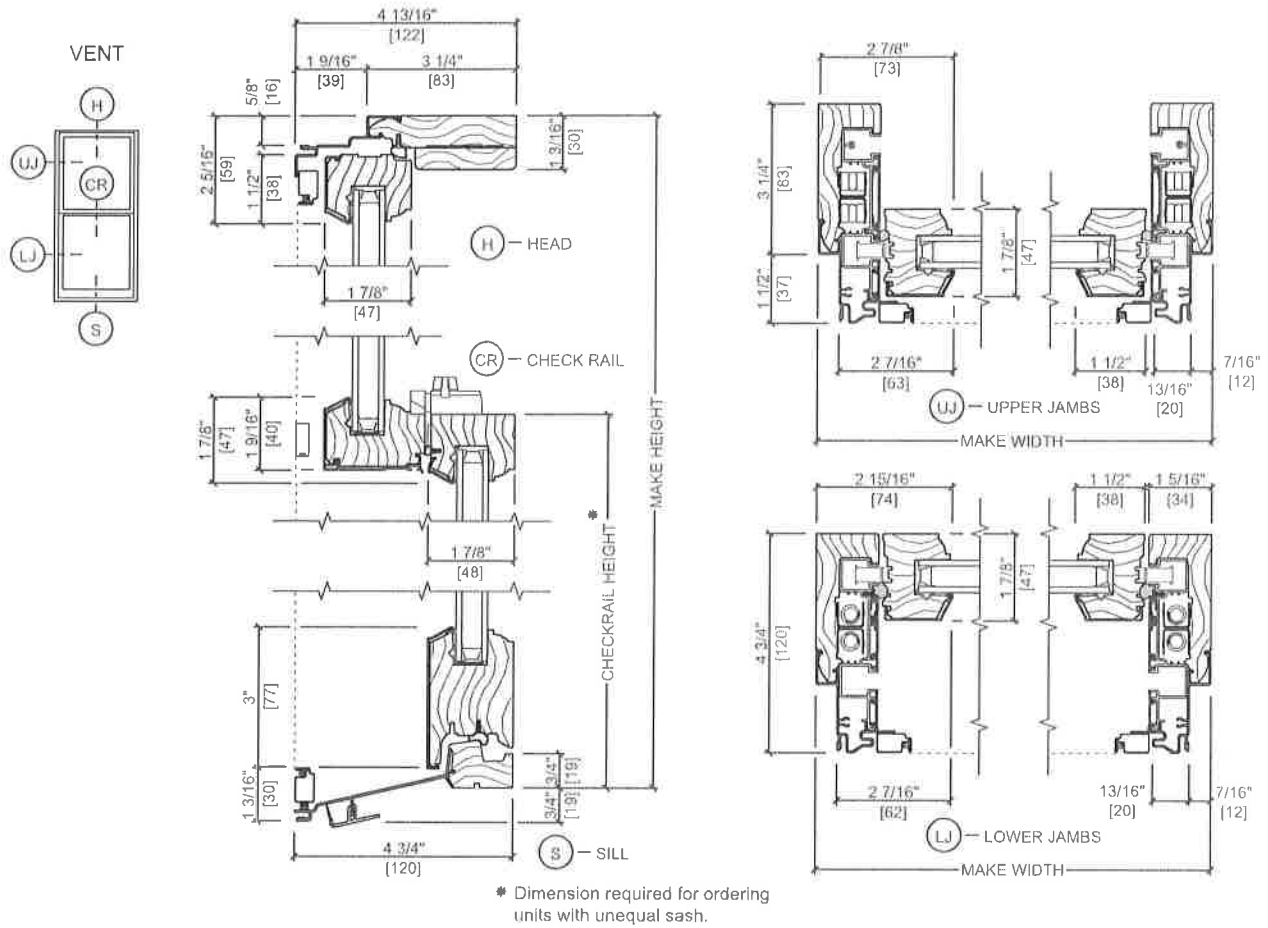
All dimensions are approximate.



Pella® Reserve™ Traditional Precision-Fit Hung Window

Item 3.

Unit Section - Aluminum-Clad Exterior Putty Exterior Glazing Profile



Scale 3" = 1' 0"

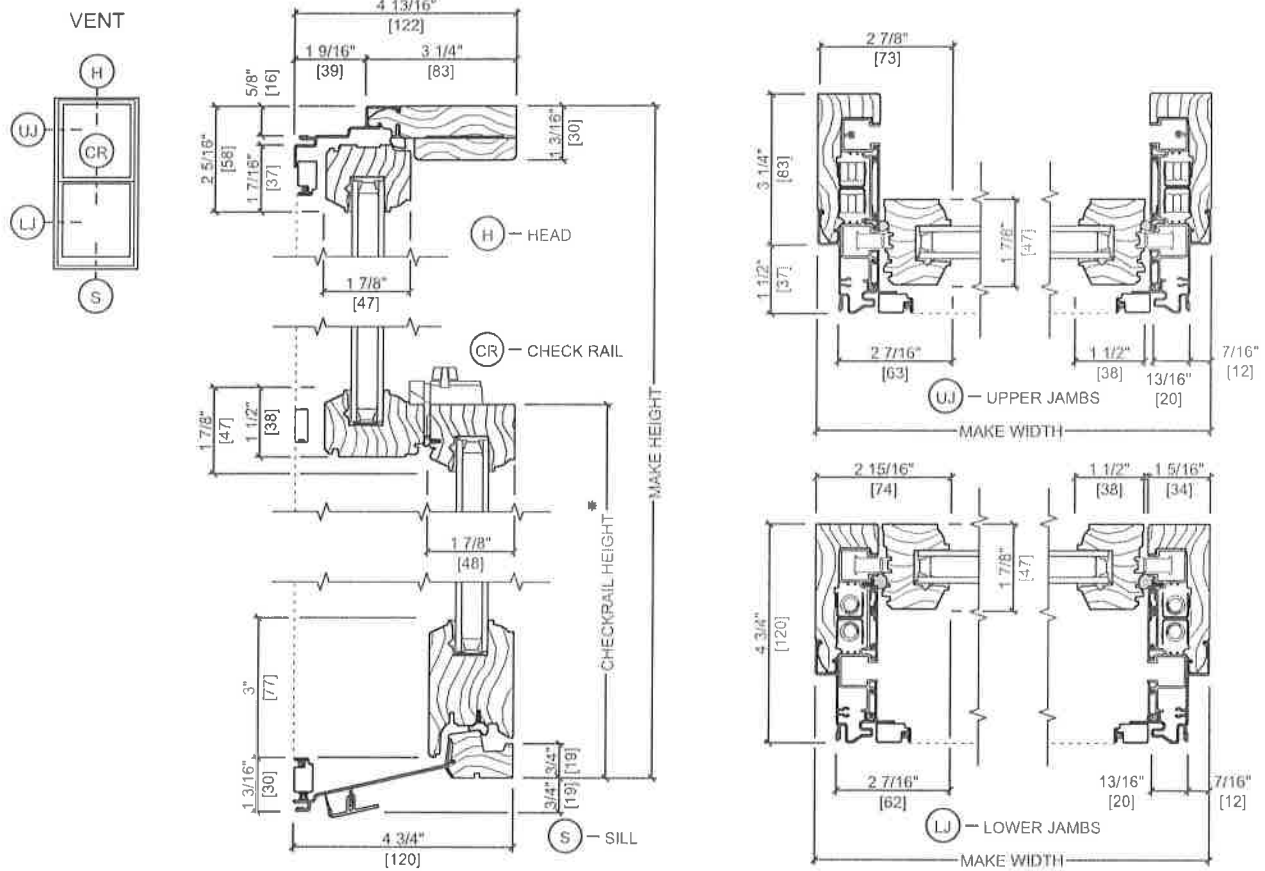
All dimensions are approximate.



Pella® Reserve™ Traditional Precision-Fit Hung Window

Item 3.

Unit Section - Wood Exterior Sash Putty Exterior Glazing Profile

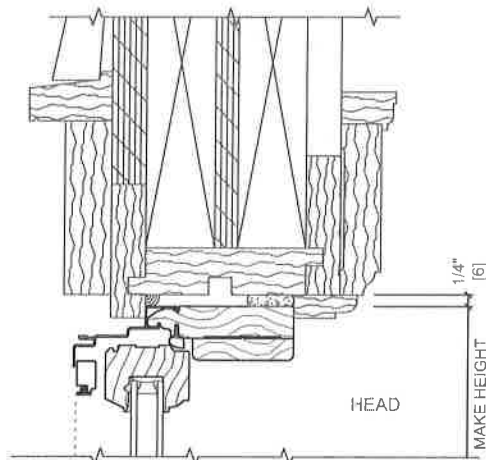


Scale 3" = 1' 0"

All dimensions are approximate.



Installation Details - Wood Exterior Sash



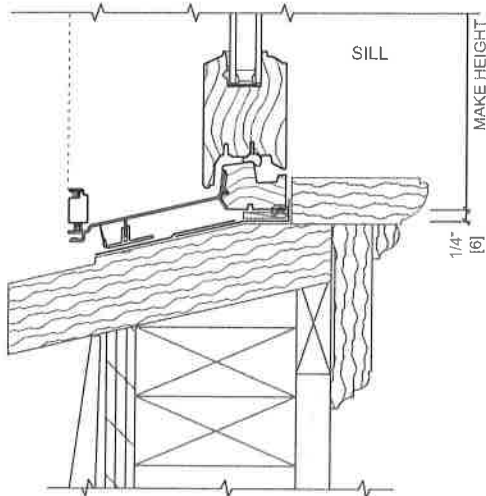
NOTE:

WALL CONSTRUCTION AND OLD DOUBLE-HUNG FRAME SHOWN ARE EXISTING; OLD DOUBLE-HUNG SASH HAS BEEN REMOVED.

REFER TO THE APPROPRIATE PELLA INSTALLATION INSTRUCTION FOR COMPLETE STEP BY STEP INSTRUCTIONS.

SHIM AND PLUMB UNITS AS REQUIRED.

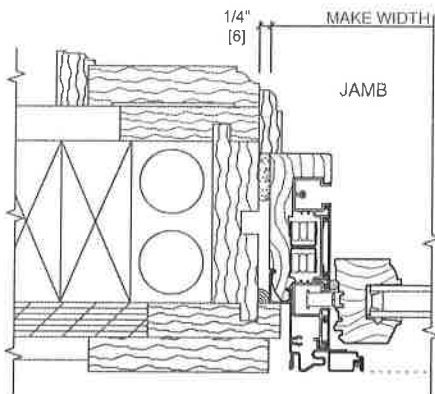
SEAL UNIT TO EXTERIOR / BLIND STOP.



SEAL THE UNIT TO EXISTING STOOL AND WINDOW SILL.

SEAL ADJUSTABLE SILL ADAPTER TO EXISTING WOOD SILL.

LEVEL UNITS AS REQUIRED.



NOTE:

THE ADJUSTABLE SILL ADAPTER MAY BE REMOVED WHEN THE EXISTING WINDOW SILL HAS A SLOPE OF 12 DEGREES OR LESS.

INSULATE ALL VOIDS AT WINDOW PERIMETER (BY OTHERS).
SEAL UNIT TO EXTERIOR / BLIND STOP.

Scale 3" = 1' 0"

All dimensions are approximate.