2022

CITY OF NORMAN HISTORIC PRESERVATION GUIDELINES

January 26, 2022

Table of Contents

Introduction

Site and Setting

Site Features

Garages

Accessory Structures less than 400 square feet

Secondary Structures

Sidewalks, Driveways, and Off-Street Parking

Fences and Masonry Walls

Signage

Non-Contributing Resources

Building Exteriors

Exterior Walls

Wood Features

Masonry and Brick Features

Stone

Historic Concrete Block and CMU

Synthetic Materials / Stucco

Metal

Roofs

Windows

Doors

Entrances, Porches, and Balconies

Utilities and Energy Retrofit

Accessibility, Health and Safety Considerations

Additions and New Construction

Decks

Additions to Historic Buildings

New Primary Structures

Relocation and Demolition

Relocation of Structures

Demolition of Structures

Appendices

Introduction

1.1 Purpose of Design Guidelines

By authority of the Norman Code of Ordinances, sec. 429.3, Historic District Commission approval via a Certificate of Appropriateness is required for all new construction, structural alterations to the exterior of an existing structure, and demolition within a historic district.

.1 **Preserve and Maintain the Character.** These Standards and Guidelines are intended to preserve and maintain the character of the historic buildings in Norman. They reinforce and protect the important features of the historic districts and define those visual elements which are common to each district as well as the qualities unique to this community.

.2 **Preserve Integrity and Enhance Value.** This document will help preserve the integrity of historic buildings and enhance the value of the historic district for the private investor, residents and owners, and the community as a whole. Changes to an individual building should not be considered in isolation. Modifications affect the block as a whole and must have the broad interest of the community in mind.

.3 **Limited to Exterior Site.** The Standards and Guidelines do not address the use of the building or it's interior. Only the exterior portions, which includes new construction, additions, alterations to the site and rehabilitation of the structures, must comply with the guidelines set forth.

.4 **Look at the Building's Original Use.** These Standards and Guidelines must be applied to a building based on its original use and construction.

a. For example, although a former residence may currently be used as an office, it is still subject to the standards and guidelines appropriate to a residential building.
b. These Standards and Guidelines are designed to assist everyone with a stake in preserving Norman's Historic Districts. They are an essential tool in helping the Historic District Commission fulfill its mission to preserve, protect, and educate the public through the application of consistent standards and guidelines.

.5 **Who Is This Document For?** This handbook is intended to assist property owners in planning projects which will alter the exterior of their property and, therefore, impact the overall character and integrity of the historic districts. For property owners, residents, and contractors, the Standards and Guidelines provide clear guidance in planning projects that are sympathetic to the special character of Norman's designated Historic Districts. For Historic District Commissioners and city staff, the Standards and Guidelines offer guidelines by which to evaluate proposed changes to historic structures.

.6 **Why Historic Preservation Matters to Norman?** Historic preservation is vitally important to the Norman community — now more than ever. Historic buildings embody a distinctive form of our city's architecture that will never again be duplicated, and these buildings and their surroundings add an irreplaceable component to the character and personality of

Norman. The architecture of our historic neighborhoods shapes our sense of place and our feelings about where we live. This is what makes the historic neighborhoods worthy of protection.

.7 The Mission of Norman's Historic District Commission. The Norman Historic District Commission serves as the City Council's official historic preservation body to identify, protect, and educate the public about Norman's historic resources.

1.2 How to Use This Document

.1 Whether the proposed work to the building is a small repair or a major renovation or addition, it is important to consult pertinent Standards and Guidelines for guidance on your project. These Standards and Guidelines will be used by the City of Norman to provide an objective basis for the decisions of the Historic District Commission and staff. This document is laid out in five general characteristics of a historic property. Each characteristic is then divided into architectural features of that characteristic.

.2 The Standards and Guidelines specifically look at the following design elements:

Height
Proportion of building's front façade
Proportion of openings within the building
Rhythm of solids to voids in front façades
Rhythm of spacing of buildings on streets
Rhythm of entrance and/or porch projection
Relationship of materials and texture
Roof shapes
Walls of continuity
Scale of building
Site and Setting

1.3 Certificate of Appropriateness or Administrative Bypass

.1 Certificate of Appropriateness

a. Requests for alterations to the exterior of a property or site require a Certificate of Appropriateness (COA), issued after thorough review of the project by the Historic District Commission. In addition to completing the COA application form, the property owner, agent, or resident must attach a detailed description of the project as specified on the application. As applicable, the following information is also required:

Sketches
Photographs
Floor plans
Site plans

Elevation drawings
Trees preservation plan
Material lists
Material samples

And/or other means of adequately describing the work proposed.

.2 Administrative Bypass

a. Certain specific project requests for alterations to the exterior of a property or site may be issued a Certificate of Appropriateness approvable through a process known as Administrative Bypass. Each section of the Historic Preservation Standards and Guidelines contains a set of Standards for projects approvable through the Administrative Bypass process.

b. Applying for Certificate of Appropriateness by Administrative Bypass. In order to obtain a Certificate of Appropriateness by Administrative Bypass, an application form and support documentation that sufficiently describes the proposed work must be submitted to staff prior to commencement of work.

c. Support documents that may be required by staff to allow for a complete review include the following:

Sketches
Photographs
Floor plans
Site plans
Elevation drawings
Trees preservation plan
Material lists
Material samples

And/or other means to adequately describe or illustrate proposed alteration(s).

d. There is not an application fee for a Certificate of Appropriateness by Administrative Bypass. There is not a deadline; however, it can take 5-7 days to process a request. Requests may require the application and approval of building permit in addition to the issuance of a Certificate of Appropriateness. Therefore, applicants should submit requests in a timely manner to ensure issuance of a Certificate of Appropriateness and building permit prior to the desired installation date of the proposed work.

e. If a Certificate of Appropriateness by Administrative Bypass is denied by the Historic Preservation Officer, or authorized designee, the applicant shall have the right to appear before the Historic District Commission at its next regularly scheduled meeting time for formal action regarding the Certificate of Appropriateness.

1.4 Introduction to the Secretary of the Interior Standards

.1 The Secretary of the Interior is responsible for establishing standards for all programs under departmental authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility the Secretary of the Interior's Standards for the Treatment of Historic Properties have been developed to guide work undertaken on historic properties; there are separate standards for preservation, rehabilitation, restoration, and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall treatment standards and address the most prevalent treatment. "Rehabilitation" is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

.2 Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties supported by the Historic Preservation Fund grant-in-aid program, the Standards have been widely used over the years—particularly to determine if a rehabilitation project qualifies as a Certified Rehabilitation for Federal Historic Preservation Tax Incentives. In addition, the Standards have guided federal agencies in carrying out their responsibilities for properties in federal ownership or control and state and local officials in reviewing both federal and non-federal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

.3 The intent of the Standards is to assist in the long-term preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes and occupancy and include the exterior and the interior of the buildings. They also encompass the building's site and environment, including landscape features, as well as attached, adjacent or related new construction. To be certified for federal tax purposes, a rehabilitation project must be determined by the Secretary of the Interior to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.

.4 As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques or introducing insulation that may damage historic fabric. Any of these treatments will likely result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material and detailing of the historic structure to the extent that they compromise its historic character will also fail to meet the Standards.

1.5 Secretary of the Interior Standards for Rehabilitation. Both the Historic District Ordinance and the guidelines portion of the Norman Historic Preservation Handbook include The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic

Buildings (US Department of the Interior/National Park Service, Heritage Preservation Services, Revised 1990).

.1 **Make Minimal Changes.** A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

.2 **Retain Historic Character.** The historic character of a property shall be retained and preserved. The removal of historical materials or alterations of features and spaces that characterize a property shall be avoided.

.3 **Avoid False Historical Impressions**. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

.4 **Acknowledge Changes Over Time.** Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

.5 **Preserve Distinctive Features.** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

.6 **Repair Rather Than Replace.** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

.7 **Avoid Harsh Treatments.** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

.8 **Protect Archaeological Resources.** Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

.9 **Make Compatible Additions.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

.10 **Preserve Original Integrity**. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

1.6 Norman's Historic Districts

.1 Chautauqua Historic District

a. Built between 1903-1940.
b. Tree lined neighborhood with stately residences that reflect the status of the university deans and faculty and other prominent individuals who helped shape early development of the city.
c. Its development was tied closely to the development of the city.
d. Architecturally, Chautauqua is very eclectic. Bungalows are prominently represented, but Tudor Revival and Minimal Traditional are also quite prevalent.
e. The district also includes fine examples of Prairie, Colonial Revival, Spanish Eclectic, Neoclassical Revival, and even one example of Queen Anne.
f. More than 70% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
g. Many houses in this district have a shared driveway.
h. Very few houses have an attached garage or carport to the side of the house.
i. Houses do not have a consistent setback from the street.
j. All streets in this district have parkways and sidewalks on both sides of streets, and paved walkways that lead from the sidewalk to the front door.

.2 Miller Historic District

a. Built between 1910-1938.
b. This district does not have as many trees lining the streets as Chautauqua and Southridge.
c. It began to fully develop after WWI as an exclusive neighborhood for university faculty and Norman business leaders.
d. Nearly half the structures are classified as Bungalows, but the neighborhood also includes Minimal Traditional, Colonial Revival, National Folk, and Tudor Revival.
e. The westernmost blocks of the district align parallel to the railroad tracks; the remaining blocks follow the cardinal points of the compass.
f. About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
g. Around 20% of the houses have garages attached to the side of the house.
h. Only a few houses have carports attached to the side of the house.
i. All houses have a consistent setback from the street.
j. A majority of the streets in this district have sidewalks, parkways on both sides of the streets, and paved walkways that lead from the sidewalk to the front door.

.3 Southridge Historic District

a. Built between 1920–1950.
b. Tree lined streets with front yard gardens, located eleven blocks south of downtown district and three blocks east of the university.
c. Largest decade of growth occurred from 1931–1940 with the construction of approximately sixty-seven buildings. The advent of World War II escalated the demand for housing in Norman as military students, frequently with their families, came in droves to attend the Naval Training School and subsequently the Naval Air Station.
d. Architecturally, the dominant styles are Tudor Revival, Colonial Revival, and Minimal Traditional.
e. About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the back.
f. Around 30% of the houses have an attached garage to the side of the house and few have carports.
g. Many houses have semi-circular driveways.
h. All houses have a consistent setback from the street.
i. The majority of streets have sidewalks and parkways on both sides of the streets.
j. All houses have paved walkways that lead from either the sidewalk or the driveway to the front door.

Site and Setting

Site Features

2.1 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 Garden Structures. Garden structures such as a pergola or freestanding trellis, 120 square feet or less, located behind the principal structure with limited or no visibility from the front right-of-way. Wood, metal, wood composite or combination of these materials are acceptable. Vinyl structures are prohibited. Building structures greater than 108 square feet require a building permit.

.2 Surface Parking. Parking areas 400 square feet or less, located off the alleyway and not visible from the front right-of-way. Corner lots are considered to have two front elevations.

.3 Storm Shelters. Above ground storm shelters 120 square feet or less that are not visible from the front right-of-way. Underground storm shelters of any size located in the rear yard and not visible from the front right-of-way. Corner lots are considered to have two front elevations.

.4 Swimming Pools. Located behind the principal structure in the rear yard and not visible from front right-of-way. Corner lots are considered to have two front elevations.

2.2 Guidelines

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

.1 Garden Structures. Garden structures, such as pergolas and trellis, larger than 120 square feet, are to be located behind the principal structure with very limited or no visibility from the front right-of-way. Front or side yard installation can be considered if documentation shows one existed historically. Structures abutting or attached to the principal structure will be reviewed as a building addition. Structures that have a roof and/or sides will be reviewed as accessory structures.

.2 Materials. Structures are to be comprised of wood. Metal, composite wood or cement fiberboard will be considered on a case-by-case basis. Vinyl is prohibited.

.3 Height. Structure shall be no taller than the height of the principal structure.

.4 Swimming Pools. Swimming pools are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations will be considered on a case-by-case basis. A front yard installation is prohibited. Corner lots are considered to have two front elevations

.5 Storm Shelters. Above ground storm shelters greater than 120 square feet are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations of below ground storm shelters will be considered on a case-by-case basis. A front yard installation of above ground or below ground storm shelters are prohibited.

Garages

2.3 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 Garage Door Replacement.
For non-historic garages that face the alleyway or that are not visible from the right-of-way, the following is allowed:

a. Wood, wood composite or a raised metal panel garage door.

b. The original size, height and width of doors must be maintained.
c. Designs must match the style of the original garage door and/or garage.

2.4 Guidelines

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

.1 Preserve Historic Garage Structures. Retain and preserve garages in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.

.2 Preserve Original Materials. Retain and preserve character-defining materials, features, and details of historic garages, including foundations, siding, masonry, windows, garage doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic garages in-kind according to pertinent guidelines.

.3 Replace Only Deteriorated Portions. If replacement of a deteriorated element or detail of a historic garage is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if the original materials are no longer available.

.4 Request for Garage Demolitions. A request to demolition a historic garage will utilize the following in determining the eligibility for demolition:

a. An existing structure of architectural or historical significance shall be retained if repairs are reasonably possible.
b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition
c. An existing structure is 240 square feet or less, it may be eligible for demolition.
d. An existing structure was built after the period of significance; it may be eligible for demolition.
e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.

.5 New Garage Construction. A new garage shall be compatible in form, scale, size, materials, features, and finish with the principal structure. The following criteria will be considered for a new garage constructed where there is currently no historic structure:

a. The new structure will utilize alley access if available.
b. The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is smaller.
c. The cumulative of square footages for all garage structures on the lot, shall be no greater than the footprint of the principal structure.
d. New garage are to be subservient to the principal structure and in no case will the

garage structure be taller, wider or deeper than the principal structure.

e. The proposed construction will preserve existing trees.

f. Maximum of two garages are allowed per site.

.6 New Garage Height. New garage structures shall be the traditional height and proportion of garages in the district. New garages in blocks that contain only one-story garages shall be one-story. One and a half story and two-story garages may be built if located on a block where one and a half story and two-story garages are dominant or if adjacent properties contain similar height garages. The wall height and height of roof ridge are to be no greater than the principal structure.

.7 New Garage Location. New garages structures that are not replacing a historic garage are to be located behind the principal structure in the rear yard with limited or no visibility from the front right-of-way. Garages replacing historic garages shall maintain the location and configuration of a historic garage, typically at the end of a front driveway. Such garages shall be located behind the back elevation of the principal structure.

.8 New Garage Materials. The following may be considered on a case-by-case basis for new garages:

a. Acceptable materials include wood, brick and stone masonry, and stucco. Fiber cement products for new garage construction located off an alleyway or if setback behind the rear of the house will be considered on a case-by-case basis. It should be noted that wood siding does not have "wood grain." Only smooth cement board is permitted. The use of vinyl, Masonite, aluminum or other metal sidings is prohibited.

b. Aluminum clad doors and windows are allowed for garages located of an alleyway or behind the rear elevation of the house, with no or limited visibility from the from the front right-of-way.

c. Wood, wood composite or metal overhead garage doors with wood/wood composite trim are allowed.

d. Garage doors shall be a single width. Double width garage doors will be considered on a case-by-case basis.

.9 Additions to Garage Structures. Additions to existing garages may be appropriate if not visible from the front right-of-way. Additions shall not be greater than the footprint of the existing garage. Additions must match the materials and design of exiting garage structure.

.10 Reconstruction of Historic Garage. The reconstruction of out buildings shall be based on historic evidence, such as photographs, Sanborn maps or other documentation. If no such evidence exists, the design should be derived from the architectural style of the principal building and historic patterns and characteristics of the historic district. Wood, brick and stucco are appropriate materials for reconstruction of a historic garage. Overhead garage doors with the appearance of double doors will be considered on a case-by-case basis. Historic garages shall be located at the end of a driveway along the side property line and face the front street right-of way.

.11 Replacement Garage Doors. Retain and preserve wood overhead garage doors on historic

garages. Retain double doors if possible. Replacement overhead garage doors with the appearance of double doors will be considered on a case-by-case basis. For historic garages, and garages that face the front or are visible from the right-of-way the following replacement door is allowed:

a. Wood is preferred. However, wood composite or metal with composite trim can be considered on a case-by-case basis. Vinyl is prohibited.
b. The original size, height and width of doors must be maintained.
c. Designs must match the style of the original historic garage door.

.12 Carports. Carports shall be unattached to the primary structure and meet the following:

a. Located in the rear yard behind the principal structure, with no visibility from the front right-of-way(s). Corner lots are considered to have two front elevations.
b. Constructed of wood or masonry. Cement fiberboard to be considered on a case-by-case basis.
c. Maximum footprint size of 400 square feet with an eave height no greater than 10 feet.
d. In no case shall the carport be taller, wider or deeper than the historic principal structure of the lot.

Accessory Structures less than 400 square feet

2.5 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 Small Accessory Structures 120 square feet or less. Must meet the following:

a. No greater than 120 square feet footprint. Owner/applicant must meet the building code requirement for a building permit.
b. The design of accessory buildings are compatible with the primary structure and surrounding district.
c. Located in the rear yard with no visibility from the front right-of-way.
d. Metal and vinyl exterior materials are prohibited.

2.6 Guidelines

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

.1 Preserve Accessory Structures. When possible, retain and preserve historic accessory structures in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.

.2 Preserve Original Materials. When possible, retain and preserve character-defining materials, features, and details of historic accessory structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of historic accessory structures in accordance with pertinent guidelines.

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

.4 Request for Accessory Structure Demolitions. A request to demolish a historic accessory structure will utilize the following in determining the eligibility for demolition:

a. An existing structure of architectural or historical significance shall be retained if repairs are reasonably possible.
b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition.
c. An existing structure is 240 square feet or less, it may be eligible for demolition.
d. An existing structure was built after the period of significance; it may be eligible for demolition.
e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.

.5 Make New Construction Compatible. Accessory structures greater than 120 square feet but less than 400 square feet shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New construction must meet the following:

a. Located in the rear yard, and not visible from front right-of-way.
b. Compatible in design, style, material to the principal historic structure and the surrounding historic neighborhood.
c. Select materials and finishes for proposed new accessory buildings that found in historic structures in the district in terms of composition, scale, pattern, detail, texture, and finish. Acceptable materials include brick and stone masonry, stucco and wood. Cement fiberboard will be considered on a case-by-case basis when there is limited visibility from the front right-of-way. Structures with no visibility from the front may utilize cement fiberboard. No metal or vinyl structures allowed.
d. New accessory structures shall be one-story in height and less than 10 feet in wall height.

Structures with a footprint of 400 square feet and greater and/or taller than one-story will be reviewed utilizing the either the Guidelines for Secondary Structures or the Guidelines for Garages.

Secondary Structures

2.7 Guidelines.

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

.1 Secondary structures. Secondary structures are accessory structures with a footprint of 400 square feet or greater and/or taller than one-story, examples of a secondary structures are garage apartments, studios, workshops and cabanas.

.2 Preserve Secondary Structures. When possible, retain and preserve historic secondary structures in their original locations and configurations. Even if the function changes, the exterior appearance shall remain the same.

.3 Preserve Original Materials. When possible, retain and preserve character-defining materials, features, and details of historic secondary structures, including foundations, siding, masonry, windows, doors, and architectural trim. When necessary, repair character-defining materials, features, and details of secondary structures in accordance with pertinent guidelines.

.4 Replace Only Deteriorated Portions. If replacement of a deteriorated element or detail of an historic secondary structure is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.

.5 Request for Secondary Structure Demolitions. The following will be utilized to assess a demolition request for a secondary structure:

a. An existing structure of architectural or historical significance shall be retained if repairs are reasonably possible.
b. An existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition.
c. An existing structure is 240 square feet or less, it may be eligible for demolition.
d. An existing structure was built after the period of significance; it may be eligible for demolition.
e. The removal of existing historic structure will enable access to the rear yard where no access currently exists; it may be eligible for demolition.

.6 Make New Construction Compatible. Secondary accessory structures are to be compatible with the principal structure and surrounding district and in no case overwhelm the principal structure. Construction of secondary accessory structures will utilize the following criteria for new construction:

a. Match in design, style, and material to the principal historic structure and the surrounding historic neighborhood.

b. Compatible with the principal historic structure and/or the district in regards to materials, size, scale, height, form, massing, proportions, spacing and size of window and door openings, window to wall proportions and traditional setbacks seen in the neighborhood.

.7 Size of New Secondary Structures. New secondary accessory structures are to be subservient to the principal structure in no case will the secondary structure be taller, wider or deeper than the principal structure. The size of a secondary structure is limited to 575 square feet or 50% of the principal structure footprint. The cumulative of square footages for all accessory structures and garages on the lot, shall be no greater than the footprint of the principal structure.

.8 Location and Setbacks of Secondary Structures. New secondary structures are to maintain traditional locations and setbacks seen in the neighborhood. Locations are to be in the rear yard, with limited or no visibility from front right-of-way, unless there historical indications of a different location. Corner lots are considered to have two front elevations.

.9 Windows and Doors for Secondary Accessory Structures. Select doors and windows for new secondary accessory buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Windows and Door Guidelines.

.10 Materials. Select materials and finishes for proposed new buildings that found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish. Acceptable materials include brick and stone masonry, stucco and wood. Cement fiberboard will be considered on a case-by-case basis for those structures located behind the back elevation of the principal structure but with limited visibility from the front right-of-way. Metal and vinyl exterior materials are prohibited.

.11 Avoid False Historical Appearance. New secondary accessory structures are to be compatible with the style, age and character of the principal structure and district without creating a false historical appearance. New structures are to be of their own time and differentiated from the historic structure while maintaining compatibility with the principal structure and the character of the neighborhood.

Sidewalks, Driveways, and Off-Street Parking

2.8 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 Driveways. Widening of an existing driveway or the installation of a new driveway to a maximum width of 10 feet. Driveways are to be constructed from materials allowed by city codes.

Approaches can be widen to a maximum of 16 feet.

.2 **Concrete Areas.** Concrete patios/areas 300 square feet or less and not visible from the front right-of-way (s). Corner lots are considered to have two front elevations.

.3 **Parking pads.** Parking pads 400 square feet or less are allowed if located off alley and vehicles parked on the parking pad not visible from the front right-of-way (s). Corner lots are considered to have two front elevations.

.4 **Walkways.** Private sidewalks and walkways in the rear yard.

2.9 Guidelines

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

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

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

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

.4 **Ribbon Driveways**. Ribbon driveways are permitted to remain or may be newly installed in historic districts. The minimum width of ribbon paving is 18 inches.

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

.6 **Circular Drives**. Drives connecting to the street by two or more curb cut openings are not permitted in front yards or corner side yards unless demonstrated as historically present on the specific property in question.

.7 **Shared Driveways**. Historic driveways shared by two adjacent properties may be retained and preserved.

.8 **Sidewalk Location**. Sidewalks on private property shall be maintained in their traditional location, usually perpendicular to the street, unless there is historical documentation of another

location.

.9 Sidewalks and Curbs. Public sidewalks and curbs on the street shall be constructed of finished concrete. Sidewalks and curbs on private property may be constructed of finished concrete, brick, or stone.

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

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

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

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

Fences and Masonry Walls

2.10 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 Repair of Fences. If an existing fence or wall is replaced with a fence that is the same in material, height, location, and design; it will be considered ordinary maintenance and repair and will not require a Certificate of Appropriateness.

.2 Installation of Fences. Front and side yard fences of up to 4 feet in height and rear yard fences of up to 6 feet in height, may be approved by Administrative Bypass if they meet the following criteria:

a. Composed of the following materials: wood, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences or a combination of these materials. Chain link, stone, brick, or stucco walls will be forwarded to the Historic District Commission for review. Vinyl fences are prohibited.
b. Of traditional or historic design, contemporary designs/horizontal designs will be forwarded to the Commission for review.
c. No footing required. Walls or fences that require a footing shall be forwarded to the

Commission for review.

2.11 Guidelines

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

.1 **Replacing Conforming Fences**. If an existing, conforming type of fence or wall is being replaced with one that is the same in material, height, placement, and style, a Certificate of Appropriateness is not required.

.2 **Materials**. Retain and preserve historic wall and fence materials that contribute to the overall historic character of a building. Acceptable materials for new fences and walls are wood, brick, stone, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences. Vinyl is prohibited. A 4 foot chain link in the side or rear yards will be considered on a case-by-case basis.

.3 **Front Yard Fences**. Front yard fences taller than 4 feet are prohibited by the *Norman Zoning Ordinance*.

.4 **Side Yard Fences**. Side yard fences of up to 4 feet in height may be approved by Administrative Bypass. Side yard fences taller than 4 feet require a COA. Side yard fences taller than 6 feet are prohibited.

.5 **Rear Yard Fences**. Rear yard fences of a contemporary design or of non-traditional materials or of height greater than 8 feet will be considered on a case-by-case basis. Such fences will be review for their impact to the historic structure and the District as a whole. The Norman Zoning Ordinance prohibits rear yard fences taller than 8 feet.

.6 **Fences on Corner Properties Adjacent to Alleys**. Fences on corner properties with alley access shall be located very carefully to maximize sight lines and minimize conflicts between alley traffic, pedestrians, and on-street traffic.

.7 **Fence and Wall Materials**. Fences or walls shall be constructed of wood, brick, stone, iron or cast or forged metal, stucco, or a combination of these materials. Stone or brick used in walls shall be compatible in size, scale, and style to that used elsewhere in the historic district, or typical of residential structures of this type, age, and location. No vinyl, cinder block, concrete block, or corrugated metal, may be used for fences or walls in historic districts. Chain link in the rear yard will be considered on a case-by-case basis.

.8 **Colors and Finishes**. Although paint color is not regulated by the Commission, it is strongly recommended that wood fences be stained or painted in colors and finishes appropriate to the style and period of the property and the district or left unfinished. No decorative murals shall be applied to fence or wall surfaces visible from the street.

.9 **Finished Side Out**. Fences or walls facing the street shall be constructed with the finished side out.

.10 Setback and Adjacent Property Tie-In. A fence 4 feet or less in height shall be set back a minimum of 1 foot from the inner edge of a public sidewalk. Where no sidewalk exists, fences shall be set back a minimum of 6 feet from the back of curb or edge of pavement. If a fence exists on an adjacent property, the corner side yard fence shall tie into the existing fence.

Signage

2.12 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 National Register of Historic Places Plaques. A National Register of Historic Place commemorative plaques, if less than 2 square feet, bronze, mounted so that will not permanently damage the exterior façade material or impact the architectural features of the structure of the historic structure.

2.13 Guidelines

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

.1 Sign Ordinance Also Applies. In addition to a review by the Historic District Commission, signs will be subject to the regulations and permitting requirements established in Chapter 18 of the Code of Norman, Oklahoma, also referred to as the Sign Ordinance. Applicants shall coordinate the design and placement of any sign in a historic district with the Sign Ordinance as well as these guidelines.

.2 Signs Must Be Compatible. Size, design, and placement of a sign shall relate to the architectural elements of the structure. Signs shall be compatible with other signs and other structures along the street.

.3 Non-Contributing Resources. Signs associated with non-contributing structures will be controlled only to the degree necessary to make them compatible with the general atmosphere of the district.

Non-Contributing Resources

2.14 Guidelines

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

.1 **Preservation Guidelines Apply**. The Historic Preservation Guidelines apply to all structures in Norman's Historic Districts, both contributing and non-contributing.

.2 **Support Harmony Between Old and New**. Non-contributing structures shall be controlled only to the degree necessary to make them compatible with the general atmosphere of the district with regard to alterations, additions, changes to the site, and the like. As with all requests for Certificates of Appropriateness in historic districts, each project will be evaluated on its own merits for overall impact on the district as a whole.

Building Exteriors

Exterior Walls

3.1 Standards for Administrative Bypass

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

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

3.2 Guidelines

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

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

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

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

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

and aluminum siding is not appropriate for use in historic districts.

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

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

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

Wood Features

3.3 Guidelines

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

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

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

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

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

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

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

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

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

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

Masonry and Brick Features

3.4 Guidelines

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

.1 **Preserve Original Features**. Retain and preserve masonry features that contribute to the overall historic character of a building, including foundations, chimneys, cornices, steps, piers, columns, lintels, arches, and sills. Installing brick or block where these materials were not originally used is prohibited. Installing brick on the walls of a house that originally had wood siding is prohibited as it changes the character of the house and can destroy the wood beneath.

.2 **Preserve Original Materials**. Retain and preserve historic masonry materials, such as brick, terra-cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their distinctive construction features.

.3 **Replace Only Deteriorated Elements**. If replacement of a deteriorated detail or elements of masonry feature is necessary, replace only the deteriorated in-kind rather than replacing the entire feature. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.4 **Replace Surfaces Only As Necessary**. Replace large masonry surfaces in-kind only as necessary, matching the original in design, detail, dimension, color, pattern, texture, and material. Consider substitute materials only if using the original material is no longer available.

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

.6 **Preserve Unpainted Surfaces**. It is not appropriate to paint unpainted masonry and brick surfaces that were not painted historically. Repaint previously painted masonry surfaces in colors appropriate to the historic building material, the building, and the district.

.7 **Chimneys.** Retain and preserve primary chimneys. If a primary chimney, often used as a flue rather than fireplace, is to be removed from the interior of the house, retain the portion above

the roofline. A platform will need to be constructed in the attic to carry the weight of the chimney. A secondary non-functional chimney visible from the front right-of-way will be reviewed for removal on a case-by-case basis.

.8 **Demolition of Chimneys.** Chimneys are a character-defining feature and shall be retained and maintained. If the foundation of the chimney has failed or the chimney is badly deteriorated, the chimney can be carefully dismantled and reconstructed using original materials or materials matching the original. Mortar shall match the original in composition and joint profile.

.9 **Materials.** Replace loose or missing mortar with one of the same composition as the original. Mortar is important to the integrity of the brick wall. If the mortar is missing, its replacement shall match the historic mortar in composition, color, and joint width. Use a sand-lime recipe for mortar, which is compatible with the old brick. Modern masonry mortar has cement as a main ingredient, which is too hard for historic brick. A high Portland cement content will trap moisture in the brick and cause it to deteriorate.

.10 **Flashing.** Repair or replace flashing as needed to ensure a watertight connection between the chimney and roof.

.11 **Cleaning**. Historic buildings shall be cleaned in the gentlest means possible which typically includes water and soft bristle brushes. Sandblasting and high-pressure washing can cause irreparable damage to brick and are not permissible. Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the brick.

Stone

3.5 Guidelines

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

.1 **Replacing Deteriorated Elements.** Replace deteriorated stone with stone that matches the original in color and texture.

.2 **Mortar.** Replace deteriorated or missing mortar with mortar of the same composition as the original in composition and color.

.3 **Portland Cement.** Do not use Portland Cement on historic stone structures. Portland cement, or masons mortar, is too hard and will cause the stone to deteriorate and crumble.

.4 **Foundation.** The addition of stone to the foundation or exterior of a house is prohibited.

.5 **Walls.** Retain and preserve historic stonewalls.

.6 **Chemicals.** Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the stone. Some chemicals may burn the face of stone.

Historic Block and CMU (Concrete Masonry Unit)

3.6 Guidelines

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

.1 Retain Original Materials. Retain historic concrete block as a building material and maintain it.

.2 Mortar. Replace deteriorated or missing mortar with mortar of the same composition and joint profile.

.3 Paint. Painted concrete block shall remain painted.

.4 Landscape. Retain and maintain historic concrete block. This may include repairing or reconstructing foundations.

.5 Contemporary Concrete Masonry Units. Contemporary CMU is not appropriate for use on a historic structure.

Synthetic Materials / Stucco

3.7 Guidelines

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

.1 Retain Original Materials. Retain and repair the original building material. Installing any synthetic building material or stucco on top of existing wood is prohibited. Many of these materials can trap moisture in the wall, which will cause the wood beneath to deteriorate. It can also trap moisture in the insulation, which reduces the value of the insulation.

.2 Replace Deteriorated Materials. Replace only that material which is beyond repair with visually compatible new material. Match the original in profile as closely as possible.

.3 Retain Character Defining Features. Installing synthetic siding on top of an existing siding as a way of "modernizing" the house or attempting to make the house more energy efficient is prohibited. This changes the character of the original design and frequently destroys the character-defining features of the house and neighborhood.

.4 Stucco. Stucco is a material that may develop hairline cracks over time. It shall be gently washed with low pressure and allowed to dry thoroughly. The application of an elastomeric paint will cover most hairline cracks and provide some flexibility at those locations.

.5 Details. Retain details as corner boards, windows and door surrounds, gable vents and rafter ends.

.6 **Cement Fiberboard.** Cement fiberboard (Hardieplank®) and synthetic wood materials are prohibited except for new construction. These are not comparable substitutes for wood siding except in certain applications. A good use of cement board siding is where it is in contact with the ground, such as the skirt of a pier-and-beam house. Be sure to retain ventilation of the crawl space. If using cement board, use smooth only. Wood used in historic houses was sanded smooth with no obvious grain.

Metal

3.8 Guidelines

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

.1 **Replacing Deteriorated Material.** Replace deteriorated metal with new primed metal of the same or compatible material. Metal materials shall not be used to replace wood or other historic non-metal materials.

.2 **Aluminum.** Aluminum shall not replace wood as a building material but is used for cornices and other details on many buildings. This is especially true of doors and windows and their frames. If aluminum appears to be the only option as a replacement material for deteriorated wood, the aluminum shall be of similar profile and shall have a factory painted finish. Mill finish or "shiny" aluminum shall not be used on a historic building to replace a previously painted material.

.3 **Paint.** It is important to keep pressed metal, cast iron and steel well painted to avoid rust and deterioration.

.4 **Decorative Details.** Retain metal decorative roof details when replacing the primary roofing material.

.5 **Decorative Iron.** Do not create a false history by installing decorative iron work over windows that did not include them in the original design.

.6 **Pressed Metal.** Do not create a false history by installing a pressed metal skirt where one did not previously exist.

Roofs

3.9 Standards for Administrative Bypass

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

.1 **Re-Roofing.** Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof. Replacement in-kind of existing, non-historic composition roofing material

with any type of contemporary asphalt, laminated or composition shingles is not subject to review and does not require a Certificate of Appropriateness.

.2 **Gutters.** Replacement or and installation of non-historic gutters and downspouts in-kind is not subject to review and does not require a Certificate of Appropriateness.

.3 **New Features.** New roof features such as skylights, solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae that are:

a. Located on rear of the structure, and not visible from the front right of way right-of-way. Corner lots are considered to have two front elevations.

.4 **Removal of Secondary Chimneys.** The removal of a non-functional, secondary chimney is allowed by Administrative Bypass if not visible from the front right-of-way.

3.10 Guidelines

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

.1 **Preserve Original Features**. Retain and preserve historic wood, tile and slate roofs as well as roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices.

.2 **Replace Only Deteriorated Portions of Roof Features**. If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion in-kind to match the original feature in design, dimension, detail, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.3 **Replacements Match Original**. If full replacement of historic roofing material or feature is necessary, replace it in-kind, matching the original in scale, detail, pattern, design, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

.4 **Replace Missing Features**. Replace missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.

.5 **Built-In Gutters**. Retain and preserve built-in gutter systems.

.6 **Locate New Features and Mechanical Equipment Carefully**. New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae, shall be introduced carefully so as not to compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.

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

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

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

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

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.

.2 Storm Windows and Screens. The use of interior storm windows is encouraged Installation of exterior storm windows are allowable if they meet the following criteria:

a. Wood framed, full-light storms and screens that are low profile and align with meeting rails of the window.
b. Relatively unobtrusive, narrow-profile, metal exterior storm windows that do not obscure the window itself, that are carefully installed to prevent damage to the sill or the frame, and that are finished in a painted or a baked-enamel color compatible with the sash color are allowed. Storm window rails are to align with meeting rails of the window.
c. The use of ¼ inch thick clear laminated glass for the purposes of weatherization and noise reduction maybe used in storm windows.

.3 Awnings. Window awnings that conform to following criteria:

a. Material is fabric.
b. Of traditional style and shape.
c. Located on the rear of the structure.
d. Installed over windows, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.

3.12 Guidelines

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 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.

.11 New Primary and Secondary Accessory Structures. Windows in new construction are to compatible with in adjacent historic structures in terms of size, profile, design, proportions, and material. Wood and aluminum clad windows are acceptable for use in new construction.

.12 Additions. For construction of additions, choose windows that match the original structure. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in additions. Vinyl or vinyl-clad windows are prohibited.

.13 Install Awnings Carefully. Install fabric awnings over window, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured. Awnings composed of wood or metal are not permitted unless there is historic documentation of their use.

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**

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.

Entrances, Porches, and Balconies

3.15 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 review.

.1 **Screening of a rear porch.** Screening of a rear porch that is temporary, easily reversible, and is designed to preserve the historic character of the porch and the building. Screening must be with compatible materials.

.2 **Balconies and Porches.** Balconies and porches that are less than 120 square feet, built on the rear and not visible from the front right-of-way and compatible with the structure in material, scale, and size.

.3 **Handrails.** Installation of handrails required by building code may be approvable by Administrative Bypass. Handrails must meet adopted City building codes and be of a simple design that is compatible with the house in material and scale. Wood or metal are acceptable materials for handrails on historic structures.

.4 Concrete Steps and Porch floorings. Replacement of existing concrete steps and porch flooring in-kind, with the same materials and design. Steps are to match the original steps in size, form and detail. The number of steps shall be retained if possible, unless building codes require a different configuration.

3.16 Guidelines

The Historic District Commission will use following criteria for review of a Certificate of Appropriateness (COA):

.1 Preserve Original Entrances, Porches, and Balconies. Retain and preserve entrances, porches, and balconies that contribute to the overall historic character of a building, including columns, pilasters, piers, entablatures, balustrades, sidelights, fanlights, transoms, steps, railings, floors, and ceilings.

.2 Replace Only Deteriorated Elements. If replacement of a deteriorated detail or element of an entrance, porch, or balcony feature is necessary, replace only the deteriorated detail or element in-kind rather than the entire feature. Match the original in design, dimension, and material. Compatible substitute materials can be considered only if using the original material is not available.

.3 Match Original. If full replacement of an entrance, porch, or balcony is necessary, replace it in-kind, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if original material is no longer available.

.4 Replace Missing Features. Replace missing entrance, porch, or balcony features with a new feature based on accurate documentation of the missing original or a new design compatible with the historic character of the building and the district.

.5 Screen Porches Carefully. Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.

.6 Avoid Enclosures. It is not appropriate to enclose a front porch or a front balcony.

.7 Avoid Removing Details. It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or bead board, unless an accurate restoration requires it.

.8 Avoid Changes to Primary Façades. It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade.

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

.10 Maintain Porch Elevation. At no time shall the porch elevation be lowered to grade and

steps redesigned.

.11 Maintain Wood Elements. Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns shall only be replaced with wood of the same profile and dimension.

12. New Balconies and Porches. Balconies and porches built on the rear and not visible from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side of a historic structure will only be considered if there is historic evidence that one existed. The design and materials are to be based on historic evidence of the design or be a design seen in similar structures in the historic neighborhood.

13. Respect Design. Original design, construction, and materials shall be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.

Utilities and Energy Retrofit

3.17 Standards for Administrative Bypass

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

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

a. Metal storm windows and windows with painted, stained, or baked-enamel finish color compatible with the color of the existing window or door. Unfinished or clear anodized aluminum finishes are not permitted.

b. Storm windows and doors that do not obscure or damage the existing window/door and/or frame.

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

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

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

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

3.18 Guidelines

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

1. **Retain Inherent Energy-Conserving Features.** Retain and preserve the inherent energy-conserving features of historic buildings and their sites, including shade trees, porches, awnings, as well as operable windows, transoms, shutters, and blinds.

2. **Use Traditional Energy-Saving Practices.** Increase the thermal efficiency of historic buildings by observing appropriate traditional practices, such as weather stripping and caulking, and by introducing energy-efficient features such as awnings, operable shutters, and storm windows and doors, where appropriate.

3. **Solar Tubes and Skylights.** Solar Tubes and Skylights can add light to interior spaces and make attics spaces more useable. Bubble-dome skylights are not appropriate for buildings within historic districts.

4. **Solar Panels.** Avoid installing solar panels on the street side of the house or permanently altering roof with the installation of solar panels. Panels shall be installed flat and not alter the slope of the roof. They shall be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.

5. **Compatibility.** Use solar panels and mounting systems that are compatible in color to the property's roof materials.

6. **Free-Standing Solar Racks.** Free-standing solar racks larger than 120 square feet will be considered on a case-by-case basis. Solar racks installed at the rear of the property with no or limited visibility and create a shade structure or installed on an outbuilding, such as on a garage roof.

7. **Low Pitch Roofs for Solar Panels.** Low pitch roofs may utilize low-profile panels on non-street-facing roof planes. Avoid roof racks that elevate the panels or are at a different pitch than the roof.

.8 **Solar Shingles.** Solar shingles may be installed on sloped roof-surfaces and are less intrusive than panels. However, removal of historic materials must be avoided.

.9 **Flat Roofs.** On structures with flat roofs, solar panel installations are to set back from the roof edge to minimize visibility. Pitch and elevation shall be adjusted to reduce visibility from public right-of-way.

Accessibility, Health & Safety Considerations

3.19 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 **Access Ramp.** Access ramps can be approved by Administrative Bypass if they meet the following standards:

a. Wood, wood-like materials, such as smooth cement fiberboard, and temporary metal ramps can be used.
b. Vinyl material is prohibited.
c. Temporary and removable, and do not permanently alter the historic structure.
d. Located on the rear of the structure, not visible from the front right-of-way.
e. Side and front ramps require review by the Historic District Commission.

.2 **Safety Aid**. Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.

.3 **Doorways.** The widening of entryways can be approved by administrative bypass if located on the rear of the structure and not visible from the front right-of-way.

3.20 Guidelines

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

.1 **Security Bars**. A Certificate of Appropriateness is required for the installation of security bars within historic districts. Security bars shall be designed to complement the style and design characteristics of the structure to which they are being attached.

.2 **Accessibility Ramps.** The Commission will use the following when considering accessibility ramps on the front façade or side of structure:

a. Locate ramp with the least amount of visibility from the front right-of-way.
b. Ramps must be temporary and composed of wood, cement fiberboard, or metal. Concrete ramps on the rear of the structure will be considered on a case-by-case basis.
c. Cannot permanently alter the historic structure or be permanently attached to the structure.
d. Must be easily removable and reversible.

.3 **Lifts Require Approval**. Accessibility lifts that require concrete, brick or other more

permanent foundations are permissible on the rear of the structure with no visibility from the front right-of-way.

.4 **Add Safety Aids Carefully**. Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.

.5 **Modify Doorways Carefully**. The enlargement of a door opening on the rear of the structure is allowable upon review on a case-by-case basis.

Additions and New Construction

Decks

4.1 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 Decks under 300 Square Fee

a. Less than 300 square feet in total area. Located behind the structure and not visible from the front right-of-way. Corner lots have two front right-of-ways.
b. Constructed in a way that makes no permanent changes to the historic structure. Built of compatible wood, wood composite or smooth cement board with functional elements made of metal elements. Synthetic, materials such as plastic and vinyl are prohibited.
c. Decks with roofs or walls will be forwarded as a porch or balcony request for a full review by the Historic District Commission.

4.2 Guidelines

A full review by the Historic District Commission will take the following criteria into consideration before issuing a Certificate of Appropriateness (COA):

.1 Protect Historic Structure. Locate and construct decks so that the historic fabric of the primary structure and its character-defining features and details are not damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.

.2 Deck Locations. Front decks are prohibited. Decks on the rear shall be inset from the rear corners to eliminate visibility from the front right-of-way. Decks on corner properties will

be reviewed on a case-by-case basis.

.3 Deck Design Shall Reflect Building Design. Design decks and their associated railings and steps to reflect the materials, scale, and proportions of the building.

.4 Align Deck with First Floor Level. Decks shall be no higher than the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, lattice, or dense evergreen foundation plantings.

.5 Preserve Significant Building Elements. Preserve significant building and site elements and new deck installations are not to obscure or remove significant building or site elements.

.6 Decks May Not Detract from Overall Character. It is not appropriate to introduce a deck if it will detract from the overall historic character of the building or the site.

Additions to Historic Buildings

4.4 Guidelines

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

.1 Make Additions Compatible. Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.

.2 Locate Addition Inconspicuously. Locate a new addition on an inconspicuous façade of the historic building, usually the rear one. Additions that alter the front façade are generally considered inappropriate for a historic structure.

.3 Limit Size and Scale. The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.

.4 Preserve the Site. Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.

.5 Avoid Detracting From Principal Building. It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.

New Primary Structures

4.5 Guidelines

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

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

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

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

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

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

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

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

Relocation and Demolition

Relocation of Structures

5.1 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 **Relocation of Structures Less Than 120 Square Feet.** Non-historic accessory structure less than 120 square feet may be relocated to another location in the rear yard not visible from the front right-of-way. Relocation outside the district is allowed as well.

5.2 Guidelines

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

.1 **Document Original Context**. Before moving a historic structure, applicants and City staff shall document its original setting and context using photographs, site plans, or other graphic or written statements to record the existing site conditions.

.2 **Protect Existing Structures**. Ensure that the relocation of a structure will not diminish or damage existing buildings or the overall character of the historic district. Pay particular attention to protection of the tree canopy along the route of the move.

.3 **Furnish Relocation Site Plans**. Applicants shall provide the Historic District Commission with detailed site plans for proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.

.4 **Protect Significant Features**. Protect significant site features of the original site, the new site, and the route of the move during the relocation.

Demolition of Structures

5.3 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 Demolition of Structures Less Than 120 Square Feet. Non-historic accessory structure less than 120 square feet are eligible for demolition.

5.4 Guidelines

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

.1 **A Certificate of Appropriateness.** A Certificate of Appropriateness is required to be issued prior to demolition.

.2 Criteria for Demolition. Demolition requests must meet Zoning Ordinance Section 429.3.9(c), Criteria for Demolition.

.3 Procedures and Process for Demolitions. Demolitions must meet the Zoning Ordinance Section 429.3.9(b), Procedure and Postponement Orders.

.4 Site Plan Required. Applicants shall provide the Historic District Commission with detailed site plans for proposed site features of the new parcel, including information any structures, driveways, site lighting, and parking areas.

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

Appendices

6.1 Technical Resources

Local Resources

City of Norman
Planning and Community Development
201 A West Gray Street
Norman, OK 73069
https://www.normanok.gov/your-government/departments/planning-and-community-development/planning-and-zoning/historic

For information on Norman Historic Districts, Certificates of Appropriateness and technical assistance, contact the Historic Preservation Officer at (405) 366-5322.

State Resources

State of Oklahoma Historic Preservation Office
Oklahoma Historical Society
2401 N. Laird Avenue
Oklahoma City, OK 73105
https://www.okhistory.org/shpo/index

For information on historic structures throughout Oklahoma, the National Register of Historic Places, preservation tax credit credits, and technical restoration assistance, call (405) 521-6249.

Oklahoma Archaeological Survey
111 E. Chesapeake
Norman, OK 73019
https://www.ou.edu/archsurvey

For information on archaeological sites, resource protection, and Volunteer opportunities, contact the Survey at (4050 325-7211.

National Resources

US Department of the Interior
National Park Service
1849 C Street NW
Washington, DC 20240

Office of the Director (202) 208-4621
Office Communications (202) 208-6843
Cultural Resource Stewardship and Partnerships (20) 208-7625
Heritage Preservation Services

Intermountain Regional Office of the National Park Service
https://www.nps.gov/subjects/nationalhistoriclandmarks/contact-us-intermountain-region.htm
12795 Alameda Parkway
Denver, CO 80225
(303) 987-6690

For information on all national park properties and NPS activities in AX, CO, MT, NM, OK, TX, UT and WY

6.2 Definitions

Addition - *construction that increases any exterior dimension of an original structure by building outside of the existing walls and/or roof. Additions can be either horizontal or vertical.*

Alteration - *an act that changes one or more of the exterior architectural features of a structure or its appurtenances, including but not limited to the erection, construction, reconstruction, or removal of any structure or appurtenance.*

Appropriate - *typical of the historic architectural style, compatible with the character of the historic district, and consistent with the Norman Historic Preservation Handbook.*

Architectural resources - *districts, structures, buildings, monuments, sites, or landscaping which possess local interest or artistic merit or which are particularly representative of their class or period, or represent achievements in architecture, engineering, or design.*

Certificate of Appropriateness (COA) - *the official document issued by the Historic District Commission approving any application affecting the exterior of any structure designated by the authority of the Historic District Ordinance for permission to construct, erect, demolish, remove, relocate, reconstruct, restore, or alter said structure.*

Commission - *the Historic District Commission of the City of Norman.*

Compatible - *a design or use that does not conflict with the historical appearance of a building or district and does not require irreversible alteration.*

Contributing resource - *a historic building or site that retains the essential architectural integrity of its original design or condition and whose architectural style is typical of or integral to a historic district.*

Damaged or diseased tree - *a tree that is damaged in such a way as to create a hazard (e.g. has a large wound) or has been pruned in a way which permanently alters its natural attributes (e.g. topped). A seriously diseased tree is one with obvious signs of internal decay (e.g. cavity with fruiting bodies present), is infested with a disease for which there is no remedy (e.g. Pine Wilt, Dutch Elm Disease), or suffers from a decline disorder.*

Demolition - *the removal of any historic structure from its original site. This includes moving a building from one site to another.*

Elevation - *a drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.*

Façade - *the exterior face of a building.*

False historical appearance - *architectural features or details introduced to a structure that do not reflect its period, style, or design.*

Feature - *a structural or decorative element that contributes to the overall character of that building, e.g. walls, foundations, roofs, chimneys, steps, piers, columns, lintels, and sills.*

Guidelines - *Guidelines are utilized by the Norman Historic District Commission to determine if a proposed work is compatible with the principal historic structure on the site as well as compatible with the adjacent or surrounding historic district.*

Historic district - *a geographically definable area with a concentration or linkage of significant sites, buildings, structures, or monuments; or, an individual structure, building, site or monument which contributes to the cultural, social, political, or architectural heritage of the City of Norman.*

Historic District Ordinance - *the portion of Norman Zoning Ordinance (Chapter 22:429.3HD) establishing an overlay zoning district for the purpose of protecting and preserving the architectural, cultural, and historic resources included in that designated district.*

Historic property - *any individual structure, building, site or monument which contributes to the historic, architectural, archeological and/or cultural heritage of the City of Norman, Oklahoma as determined by the Historic District Commission.*

Historic resources - *sites, districts, structures, buildings, or monuments that represent facets of history in the locality, state or nation; places where significant historical or unusual events occurred; places associated with a personality or group important to the past.*

Infill construction - *the erection of a new structure between or adjacent to existing buildings or the relocation of an existing structure to a vacant lot from another location.*

In-kind - *the replacement of existing materials or features with materials of identical appearance and/or composition. (See also: matching)*

Like with like - *repair or replacement of deteriorated exterior features or site elements with identical materials.*

Matching - *in historic rehabilitations, the use of replacement materials that are identical to the original in composition, size, shape, and profile. (See also: in-kind).*

National Register of Historic Places - *the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.*

New construction - *see: infill construction.*

Non-contributing resource - *a resource that adds no historical significance to an individual property, site, or district, and detracts from the visual integrity or interpretability of an historic district.*

Ordinary maintenance and repair - *work meant to remedy damage or deterioration of a structure or its appurtenances, and which will involve no change in materials, dimensions, design, configuration, texture or visual appearance to the exterior of an historic structure. Ordinary maintenance and repair shall include painting and*

reroofing with similar materials.

Original - *buildings, building materials or features that were present during the period of significance for the historic district.*

Period of significance - *the span of time during which a group of properties attained the significance that makes them eligible for designation as a historic district.*

Preservation - *the adaptive use, conservation, protection, reconstruction, rehabilitation, or stabilization of buildings, districts, monuments, sites, or structures significant to the heritage of the people of Norman. The following terms further define types of preservation activities:*

Adaptive Use – the restrained alteration of a historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way so as to maintain the general historical and architectural character.

Conservation – the sustained use and appearance of a resource essentially in its existing state.

Protection – the security of a resource as it exists through the establishment of the mechanisms of this section.

Reconstruction – the act or process of duplicating the original structure, building form and materials by means of new construction based on documentation of the historic condition.

Rehabilitation – the act or process of making a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historic, cultural or architectural values.

Restoration — the act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removing features or changes from other periods in its history and reconstructing missing features from the restoration period.

Stabilization – the process of applying methods designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without noticeably changing the exterior appearance of the resource.

Relocation - *the movement or repositioning of a primary or accessory structure on its original site, or from one location to another.*

Secretary of the Interior Standards for Rehabilitation of Historic Buildings - *a set of standards intended to assist the long-term preservation of a historic property through the preservation of historic building materials and features. The Standards for Rehabilitation pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. The Secretary of the Interior describes rehabilitation as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while still preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."*

Significant characteristics - *those characteristics which are important to or expressive of the historic or architectural quality and integrity of the resources and its setting and which include, but are not limited to building material, detail, height, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship. Examples include:*

Building mass - describes the relationship of a building's height to its width and depth.

Building materials - the physical characteristics which create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Detail - architectural aspects which, due to particular treatment, draw attention to certain parts or features of a structure.

Height - the vertical dimension of a given structure, building or monument.

Proportion - the relative physical sizes within and between buildings and building components.

Rhythm - a discernible pattern of shapes including, but not limited to, windows, doors, projections, and heights, within a building, structure or monument, or a group of same.

Scale - the proportion of parts of a building, structure, or monument to one another and to the human figure.

Setting - the surrounding structures, monuments, and landscaping which establish the visual, aesthetic, or auditory qualities of the historic or architectural resources.

Shape - the physical configuration of structures or landscaping and their component parts.

Streetscape *- the view along a street from the perspective of a driver or pedestrian. The streetscape includes street trees, lawns, buildings, landscape buffers, signs, street lights, above-ground utilities, drainage structures, sidewalks, bus stop shelters and street furniture.*

Structure - anything *constructed or erected, the use of which requires permanent location on the ground or which is attached to something having a permanent location on the ground. These include, but are not limited to, buildings, fences, walls, driveways, sidewalks and parking areas.*

Stucco *- an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older types of stucco may be mixed from softer masonry cement rather than Portland cement.*

6.3 Glossary

Aluminum siding *- sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.*

Asbestos siding *- dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied as large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.*

Asphalt siding *- siding manufactured from saturated construction felts (rag, asbestos, or fiberglass) with asphalt and finished with mineral granules on the side exposed to weather. It sometimes displays designs seeking to imitate brick or stone. Asphalt siding was applied to many buildings in the 1950s.*

Attached structure *- a building that is structurally connected to the primary building on the site.*

Attic ventilator *- in houses, an attic ventilator is a screened or louvered opening, sometimes in decorative shapes,*

located on gables or soffits.

Awning- *a roof-like covering of canvas, often adjustable, over a window, a door, etc., to provide protection against sun, rain, and wind. Aluminum awnings were developed in the 1950s.*

Balustrade - *a low barrier formed of balusters, or uprights, supporting a railing.*

Band, band course, band mold, belt - *flat trim running horizontally in the wall to denote a division in the wall plane or a change in level.*

Bay- *within a structure a regularly repeated spatial element usually defined in plan by beams and their supports, or in elevation by repetition of windows and doors in the building façade.*

Beveled glass - *glass panes whose edges are ground and polished at a slight angle to create a visual pattern.*

Board-and-batten - *closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.*

Bond - *the laying of bricks or stones regularly in a wall according to a recognized pattern for strength. Masonry bond is essential to brickwork when wire reinforcement is not used.*

Bracket - *projecting support members found under eaves or overhangs; may be plain or decorated*

Capital - *the top or head of a column. In classical architecture there exist orders of columns: Doric, Ionic, Corinthian, Tuscan, and Composite.*

Casement window - *a window that swings open along its entire length, usually on hinges fixed to the sides of the opening into which it is fitted.*

Casing - *the exposed trim molding, framing, or lining around a door or a window; may be either flat or molded.*

Clapboard - *horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than 6 inches wide. This was a common outer face of nineteenth and early twentieth century buildings.*

Column - *a vertical shaft or pillar that supports or appears to support a load.*

Composition board - *a building board, usually intended to resemble clapboard, fabricated from wood or paper fabric under pressure and at an elevated temperature, usually with a binder.*

Coping - *the cap or the top course of a masonry wall.*

Comer block - *a block placed at a corner of the casing around a wooden door or window frame, usually treated ornamentally.*

Comer board - *one of the narrow vertical boards at the corner of a traditional wooden frame building, into which the clapboards butt.*

Cornice *-the top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface.*

Cupola *- a small vault on top of a roof; sometimes spherical in shape, sometimes square with a mansard or conical roof.*

Damaged or diseased tree *- a tree that is damaged in such a way as to create a hazard (e.g. has a large wound) or has been pruned in a way which permanently alters its natural attributes (e.g. topped). A seriously diseased tree is one with obvious signs of internal decay (e.g. cavity with fruiting bodies present), is infested with a disease for which there is no remedy (e.g. Pine Wilt, Dutch Elm Disease), or suffers from a decline disorder.*

Deck *- an uncovered porch, usually at the rear of a building; popular in modern residential design.*

Demolition *- the destruction or removal of any historic structure from its original site.*

Dentil *- a repetitive cubical element at the base of a classical cornice. Dentils resemble teeth.*

Detached structure *- a building that is not structurally connected to the primary building on the sire.*

Development pattern *- the configuration of residential lots, the location and orientation of structures on the lots, and the relationship of lots and buildings to the street.*

Dormer *- a structure containing a window (or windows) that projects through a pitched roof.*

Double hung window *- a window with two sashes that open and dose by sliding up and down in a cased frame.*

Downspout *- a vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or a cistern.*

Eave *- the part of a sloping roof that projects beyond a wall.*

Fanlight *- an arched over door light whose form and tracery suggest an open fan.*

Fascia *- a flat· board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or eave side of a pitched roof. The rain gutter is often mounted on it.*

Feature *- a structural or decorative element that contributes to the overall character of that building, e.g., walls, foundations, roofs, chimneys, steps, piers, columns, lintels, and sills.*

Fenestration *- the windows and doors and the pattern of their openings in a building.*

Finial *- a formal ornament at the top of a canopy, gable, pinnacle, street- light, etc.*

Flashing *- a thin impervious material placed in construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.*

Foundation *- the supporting portion of a structure below the first-floor construction, or below grade, including*

footings.

French window - *a long window reaching to floor level and opening in two leaves like a pair of doors.*

Gable - *the vertical triangular piece of a wall at the end of a ridged roof, from the level of the eaves to the summit.*

Gambrel roof - *a gable roof more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.*

Guidelines - *a set of rules administered by the Norman Historic District Commission intended to assist owners of historic buildings in Norman's historic districts maintain, preserve, protect, and enhance the architectural quality of their property.*

Gutter - *a shallow channel of metal or wood set immediately below or built in along the eaves of a building to catch and carry off rainwater.*

Hardscape - any *material which is impervious to water and not covered by roof.*

Header - *a brick laid across the thickness of a wall to bond together different widths of a wall; the exposed end of a brick.*

Hipped roof- *a roof without gables, each of whose sides, generally four, lies in a single plane and joins the others at an apex or ridge.*

Historic rehabilitation - *the process of returning a historical or architectural resource to a state of efficiency or soundness by repair or alteration designed to encourage its continued use but without noticeably changing the historic exterior appearance of the resource.*

Jamb - *the vertical sides of an opening, usually for a door or a window.*

Jerkin head roof - *a roof whose end has been formed into a shape midway between a gable and a hip, resulting in a truncated or clipped "A" appearance; sometimes called clipped gable.*

Lattice - *a network, often diagonal, of interlocking lath or other thin strips used as screening, especially in the base of a porch.*

Light - *a pane of glass.*

Lintel - *a horizontal member spanning an opening and supporting construction above; a beam.*

Like with like - *repair or replacement of deteriorated exterior features or site elements with identical materials*

Lunette - *a semicircular opening.*

Mass - *the overall bulk, size, volume, or magnitude of a structure.*

Molding- *a decorative band having a constant profile or having a pat- tern in low relief, generally used in cornices*

or as trim around openings.

Mortar - *a mixture of Portland cement, lime, putty, and sand in various proportions, used for laying bricks or stones. Until the use f hard Portland cement became a standard building material, softer lime-day or lime-sand mortars and masonry cement were common.*

Mullion - *a vertical member dividing a window area and forming part of the window frame.*

Muntin - *a molding forming part of the frame of a window sash and holding one side of a pane.*

New construction - *see definition for infill construction.*

Non-contributing structure - *a structure that adds no historical significance to an individual property or district, and detracts from the visual integrity or interpretability of an historic district.*

Patio - *an open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete and at ground level.*

Pergola - *an arbor or a passageway of columns supporting a roof of trelliswork on which climbing plants may be trained to grow.*

Pilaster - *a flat or half-round member applied at a wall suggesting a column; sometimes called engaged column. Pilasters can also be structural members, as in a partially exposed column within a wall.*

Porte cochere - *a roofed passageway large enough for wheeled vehicles to pass through. Literal definition: a carriage door.*

Portico - *a small entrance porch or covered walk consisting of a roof supported by open columns.*

Portland cement - *a type of hydraulic cement (one that hardens under water) made by heating a slurry of clay and limestone in a kiln.*

Preservation Guidelines - *see definition for Guidelines.*

Prevailing height - *the most commonly occurring height on a block face on which a project is proposed.*

Prevailing lot coverage - *the most commonly occurring lot coverage on the block and across the street.*

Rehabilitation - *the ace or the process of making possible a compatible use for a property through repair, alterations, and additions while preserving the portions or the features that convey the property's historical, cultural, or architectural values.*

Repointing- *raking out deteriorated mortar joints and filling into them with a surface mortar to repair the joint.*

Restoration - *the act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removing features or changes from other periods in its history and*

reconstructing missing features from the restoration period.

Riser - *the vertical portion of a stair, connecting two steps.*

Roofing Tile - *a tile for roofing, usually of burnt clay; available in many configurations and types including plain, single-lap, and interlocking.*

Sash - *the moving part of a window.*

Scale - *the proportion of parts of a building, structure, or monument to one another, to surrounding structures, and to the human figure.*

Shingle - *a roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.*

Sidelight - *a narrow window area beside an outside door, generally seen in Greek Revival style.*

Sheet metal - *a flat, rolled-metal product, rectangular in cross-section and form; when used as roofing material, usually terne or zinc-plated.*

Sill - *the lowest horizontal member in a wall opening.*

Soffit - *the exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.*

Sound - *materials and structures that may show wear but retain their original form and function, e.g. sound wood is not rotted.*

Standards - *refers to the Secretary of the Interior Standards for Rehabilitation of Historic Buildings.*

Stretcher - *a brick or a stone laid with its length parallel to the length of the wall.*

Stucco - *an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.*

Surround - *the molded trim around a door or window opening.*

Terra-cotta - *hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used as a surface finish for buildings in the Art Deco style.*

Tongue and groove lumber - *a joinery system in which boards are milled with a tongue on one side and a groove on the other so chat they can be tightly joined with a flush surface alignment.*

Transom, or over door light - *a glazed panel above a door or a store- front, sometimes hinged to be opened for ventilation at ceiling level.*

Trim - *the finish material on a building, such as moldings applied around openings or at the floors and the ceilings*

of rooms.

Turret - *a small tower, usually corbelled from a corner.*

Vinyl siding - *sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, sometimes used to cover wood building exteriors.*

Water blasting - *a cleaning method similar to sandblasting except that water is used as the abrasive. As in sandblasting, high-pressure water jets can damage wood and masonry surfaces. Water blasting is also known as power washing.*