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Note:

This final draft of the Norman Historic Preservation Guidelines was adopted August 12, 2008 by the Norman City Council. This document includes the entirety of the guidelines portions of the illustrated *Historic Preservation Handbook*. The *Historic Preservation Handbook* will be published and will be available on the City of Norman website by December 31, 2008.

2.1 Guidelines for Site and Landscape

- .1 Swimming Pools. Locate swimming pools in unobtrusive locations.

2.2 Archaeology (Advisory Only)

2.3 Guidelines for Garages & Accessory Structures

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

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

- .3 **Replace Only Deteriorated Portions.** If replacement of a deteriorated element or detail of a historic garage or 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. Consider a compatible substitute materials only if using the original materials is not technically feasible.

- .4 **Request for Garage Demolitions.** The HDC will consider the following criteria when a garage structure demolition and/or replacement is proposed:

- Is the existing structure of extraordinary architectural or historical significance?
- Is existing structure dilapidated, leaning, lacking a solid foundation, or of substandard construction?
- Is existing structure 240 square feet or less?
- Was existing structure built after the period of significance?
- Will demolition enable access to the rear yard where none currently exists?
- Will new structure be limited to one car?
- Will new structure have similar street visibility as existing structure?
- Will new structure utilize alley access where none currently exists?
- Will new footprint be 500 square feet or less?
- Will proposed construction preserve existing trees?

- .5 **Make New Construction Compatible.** If a new garage is the approved alternative, it shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New accessory structures shall maintain the traditional height and proportion of accessory buildings in the district.

- .6 **Setback Variance.** If a new garage violates the City's setback requirements, applicants must apply to the Board of Adjustment for a variance. If a COA is granted, the HDC will provide a letter of recommendation to the Board of Adjustment to accompany the application for variance.

.7 **Design Carports Carefully.** Carports require a COA. They shall be unattached to the primary structure, located in the rear yard, be constructed of wood or masonry, and have limited visibility from the street.

.8 **Small Buildings Allowable by Administrative Bypass.** Accessory buildings which have a footprint no greater than 108 square feet and are not constructed on or attached to a concrete slab, foundation, or permanent base and have no electric, plumbing, or gas service connection do not require a building permit. However, an Administrative Bypass is required, subject to the conditions set forth in Chapter 1.32. It is recommended that the design of these buildings be compatible with the primary structure and the other surrounding or nearby structures or screened with fencing or landscaping.

2.4 Guidelines for Sidewalks, Driveways, and Off-Street Parking

.1 **Driveway Location.** In historic districts, residential 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 near 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 Norman Zoning Ordinance. 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.

2.5 Guidelines for Fences and Masonry Walls

- .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 **Preserve Original Materials.** Retain and preserve exterior wall materials that contribute to the overall historic character of a building.
- .3 **Replacing Non-Conforming Fences.** Existing fences that are non-conforming as to height, material, style and placement shall not be replaced in kind. Replacement fences shall be conforming as to height, materials, and placement.
- .4 **Front Yard Fences.** Front yard fences of up to 4 feet in height may be approved by Administrative Bypass. Front yard fences taller than 4 feet are prohibited by the *Norman Zoning Ordinance*. See diagram #__ for definition.
- .5 **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. See diagram #__ for definition.
- .6 **Rear Yard Fences.** Rear yard fences of up to 6 feet in height may be approved by Administrative Bypass. Rear yard fences taller than 6 feet require a COA. Rear yard fences taller than 8 feet are prohibited by the Norman Zoning Ordinance. See diagram #__ for definition.
- .7 **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.
- .8 **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, which are consistent with period styles in Norman's historic districts. 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.
- .9 **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.
- .10 **Finished Side Out.** Fences or walls facing the street shall be constructed with the finished side out.

.11 **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. A fence over 4 feet in height shall be set back a minimum of 2 feet. 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 should tie into the existing fence. In no case shall a fence extend beyond the property line.

Note: This section shall be accompanied by Fence Palette detailing approvable fence styles and configurations.

2.6 Guidelines for Signage

.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.

2.7 Guidelines for Non-Contributing Resources

.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.

3.1 Guidelines for Exterior Walls

- .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. Consider compatible substitute materials only if using the original material is not technically 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. Consider compatible substitute materials only if using the original material is not technically feasible.
- .6 **Avoid False Historical Appearances.** Features or details that are introduced to a house should reflect its style, period, and design. Features should 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.

3.2 Guidelines for Wood Features

- .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. Consider compatible substitute materials only if using the original material is not technically 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. Consider compatible substitute materials only if using the original material is not technically feasible.
- .4 **Avoid False Historical Appearances.** Features or details that are introduced to a house should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

3.3 Guidelines for Masonry Features

- .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.
- .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. Consider compatible substitute materials only if using the original material is not technically 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 not technically feasible.
- .5 **Replace Missing Features.** Replace missing masonry 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. Consider compatible substitute materials only if using the original material is not technically feasible.
- .6 **Preserve Unpainted Surfaces.** It is not appropriate to paint unpainted masonry 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.** Chimneys are often a character-defining masonry feature of historic structures. A non-functional, secondary chimney visible only at the roof may be considered for removal on a case by case basis per Administrative Bypass.

3.4 Guidelines for Roofs

.1 **Preserve Original Features.** Retain and preserve roofs and roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices. Tile and slate roofs rarely need to be discarded.

.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. Consider compatible substitute materials only if using the original material is not technically 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. Consider compatible substitute materials only if using the original material is not technically 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 **Avoid Replacing Built-In Gutters.** It is not appropriate to replace concealed, built-in gutter systems with exposed gutters.

.6 **Locate New Features and Mechanical Equipment Carefully.** Adding new features or equipment on a roof requires a COA. 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.

3.5 Guidelines for Windows and Doors

.1 **Preserve 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 **Preserve Original Doors.** Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.

.4 **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.

.5 **Replacement Doors.** Replacement doors and door surrounds shall be appropriate to the style of the structure. Doors shall be relocated, enlarged, or introduced only when the alteration is appropriate to the style of the building.

.6 **Storm/Screen Doors.** Wood framed screen doors and full-light storm doors do not require a COA or Administrative Bypass.

.7 **Window Replacement by Administrative Bypass.** A deteriorated window may be replaced "like with like," based on the following criteria:

- Typically all wood construction
- Muntin width and profile are very similar to the original in width and profile
- Light pattern is the same as the original
- True divided lights (panes) are the same as the original
- Size and dimension of all window components are the same as the original.

.8 **Window Replacement by COA.** A deteriorated window replacement, other than "like with like," as defined above requires a COA and shall conform to the following:

- Shall have a wood exterior, unless replacing a metal casement window
- Aluminum or vinyl cladding is not appropriate
- Light patterns same as the original
- Size and dimension the same as the original
- 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.

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

.10 **Preserve Original Openings.** Do not create new openings in the front or side facades of historic structures. Do not enlarge or diminish existing openings to fit stock window and door 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.

.11 **Locate Privacy Glass in Rear.** Privacy glass may be installed where required in divided light windows (such as in a bathroom) but only located in the rear 50% of the structure. Smoked or tinted glass is not appropriate for use in historic structures.

.12 **Use Wood Windows in Primary Structures and Additions.** For construction of new primary structures, choose windows that complement window types in surrounding structures in material, placement, size, shape, and design. 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 construction of new primary structures and additions. Vinyl cladding of wood windows is not appropriate.

.13 **Install Awnings Carefully.** Fabric window awnings that conform to material, style, shape, and location may be approved by Administrative Bypass. Install fabric awnings over window, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.

3.6 Guidelines for Entrances, Porches, and Balconies

- .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. Consider compatible substitute materials only if using the original material is not technically feasible.
- .3 **Replacements 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. Consider compatible substitute materials only if using the original material is not technically feasible.
- .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 beaded board, unless an accurate restoration requires it.
- .8 **Avoid Changes to Primary Facades.** It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary facade.
- .9 **Avoid False Historical Appearances.** Features or details that are introduced to a house should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

3.7 Recommendations for Color (Advisory Only)

3.8 Mechanical, Electrical, and Communication Equipment (Advisory Only)

3.9 Utilities and Energy Retrofit (Advisory Only)

3.10 Guidelines for Accessibility and Health & Safety Considerations

- .1 **Security Bars Require Approval.** A Certificate of Appropriateness is required for the installation of burglar 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 **Ramps May Be Eligible for Administrative Bypass.** Wooden accessibility ramps may be approved by Administrative Bypass. Ramps shall be designed to have minimal structural and visual impact on the historic resource. See Chapter 1.32 for more information on Administrative Bypass.
- .3 **Lifts Require Approval.** Accessibility aids such as ramps or lifts that require concrete, brick or other more permanent foundations require a Certificate of Appropriateness.
- .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.** A doorway is a critical design element in a historic structure, so a Certificate of Appropriateness is required to alter an entryway. In an emergency situation, an entryway modification application and hearing may be expedited.

4.1 Guidelines for Decks

.1 **Protect Historic Fabric of 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 **Choose Inconspicuous Locations.** Introduce decks in inconspicuous locations, usually on the building's rear elevation and inset from its rear corners, where the deck will not be visible from the street. Decks on corner properties will be reviewed on a case-by-case basis.

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

.4 **Design Visible Decks Carefully.** Where it is appropriate to site a deck in a location visible from the street (i.e. the side of a building), treat the deck in a more formal architectural way.

.5 **Align Deck with First Floor Level.** Decks shall generally 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 skirtboards, lattice, or dense evergreen foundation plantings.

.6 **Preserve Significant Building Elements.** It is not appropriate to introduce a deck if doing so will require removal of a significant building element or site feature.

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

.8 **Administrative Bypass.** Deck construction may be approved by Administrative Bypass if the proposed deck footprint is less than 300 square feet, is not visible from the street, does not make changes to the historic structure itself, and meets City lot coverage restrictions.

4.2 Guidelines for Additions to Historic Buildings

- .1 **Make Additions Compatible.** Additions shall be compatible with the historic building in size, scale, mass, materials, and the pattern of windows and doors to solid walls.
- .2 **Locate Addition Inconspicuously.** Locate a new addition on an inconspicuous facade of the historic building, usually the rear one. Additions that alter the front facade 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.
- .6 **Small Buildings Allowable by Administrative Bypass.** Accessory buildings which have a footprint no greater than 108 square feet and are not constructed on or attached to a concrete slab, foundation, or permanent base and have no electric, plumbing, or gas service connection do not require a building permit. However, an Administrative Bypass is required, subject to the conditions set forth in Chapter 1.32. It is recommended that the design of these buildings be compatible with the primary structure and the other surrounding or nearby structures or screened with fencing or landscaping.

4.3 Guidelines for New Primary Structures

- .1 **Consider Historic Context.** Design new 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 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, and design.
- .2 **Select Doors & Windows Carefully.** Select doors and windows for new buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Chapter 3.5 Doors and Windows.
- .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 **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. See Chapter 2.2 Archaeology.

5.1 Guidelines for Relocation of Structures

.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.

5.2 Guidelines for Demolition of Structures

- .1 **A Certificate of Appropriateness (COA) is Required for Demolition and Construction of New Primary Structures.** Applicants must obtain a Certificate of Appropriateness for construction of new primary structures on a demolition site prior to the demolition taking place.
- .2 **Submit Site Plan.** Before demolition occurs, submit a site plan to the Historic District Commission illustrating proposed site development to follow demolition.
- .3 **Document Structure Thoroughly.** Before demolition, record significant structures through photographs and/or measured drawings as specified by the Historic District Commission and City Staff.

6.1 Technical Resources [section underdevelopment....repository for bibliography, recommended readings, preservation resource guides, glossary etc.]

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 this 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.

Facade — 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 — An important part of the *Norman Historic Preservation Handbook*. The guidelines are 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.

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 pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. “Rehabilitation” is defined 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.