HISTORIC PRESERVATION HANDBOOK

NORMAN, OKLAHOMA

A PUBLICATION OF
THE NORMAN HISTORIC
DISTRICT COMMISSION

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Historic Preservation Handbook of Norman, Oklahoma

A publication of the Norman Historic District Commission

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Chapter 1

Introduction

Recommendations and Guidelines

- ***Recommendations*** are intended to assist property owners when planning a project that will alter the exterior of their property.
- ***Guidelines*** are the specific rules used by the Historic District Commission to determine if a project is eligible to receive a Certificate of Appropriateness (COA). The use of guidelines enables the Commission to make consistent, policy-based decisions that will protect the city's historic resources for years to come. ***A project must comply with all relevant guidelines before it can receive a COA***.
- For the purpose of clarification, all ***guidelines*** in this handbook are indicated on-screen with red text and italicization. Black & white printers will indicate guidelines by the use of italicized text.

1.1 Mission & Purpose of the Preservation Handbook

The Mission of Norman's Historic District Commission

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

Purpose of the *Preservation Handbook*

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. The *Norman Historic Preservation Handbook* is designed to assist everyone with a stake in preserving Norman's historic districts. For property owners, residents, and contractors, the *Preservation Handbook* provides clear guidance in planning projects that are sympathetic to the special character of Norman's historic districts. For Historic District Commissioners and City staff, the *Preservation Handbook* offers guidelines by which to evaluate proposed changes to historic structures. In reviewing applications, the Commission and staff consider the property itself, the property's setting and context, and the special character of the entire historic district. Finally, the *Preservation Handbook* is an essential tool in helping the Commission fulfill its mission to preserve, protect, and educate the public through the application of consistent policy and procedures.

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

1.2 Norman's Historic District Ordinance

The Norman City Council adopted the Historic District Ordinance in 1993 to empower neighborhoods to form local historic preservation districts. In 1995, the residents of the Chautauqua neighborhood requested and were granted Historic District status under the ordinance; the Miller Historic District followed in 1997. The guidelines which form the basis of this book were first adopted in 1996.

Norman's Historic District Ordinance enables the creation of local historic districts, which provide the strongest level of preservation protection in Norman. The ordinance operates as part of the City's Zoning Ordinance, and thus has the legal authority of Oklahoma state law which enables city governments to enact and enforce zoning standards.

Furthermore, the Ordinance, the *Preservation Handbook,* and the Historic District Commission are recognized by the State Historic Preservation Office (SHPO) and federal Certified Local Governments (CLG) program and comply with the their legal requirements.

As stated in the *City of Norman, Oklahoma Code of Ordinances*, the purpose of the city's Historic District Ordinance is:

- *To safeguard the heritage of the city by preserving and regulating historic landmarks and districts that reflect elements of Norman's cultural, social, political, and architectural history*
- *To preserve and enhance the environmental quality of the neighborhoods'*
- *To strengthen the City's economic base by the stimulation of conservation and reuse*
- *To establish and preserve property values*
- *To ensure harmonious, orderly and efficient growth and development of the municipality*
- *To promote the use of historic landmarks and districts for the culture, prosperity, education, and welfare of the people of the city and visitors to Norman*

National Register of Historic Places

Although recognition by the federal government on the National Register of Historic Places is an honor, it lacks the strength and authority of a locally designated preservation district because the National Register does not operate under the legal authority of zoning law. National Register listings come with no requirement for design review and offer no protection against structural change or demolition.

Norman has more than 16 individual properties listed on the National Register, as well as three districts: the 100 and 200 blocks of East Main in downtown Norman, the entire block of DeBarr Avenue near Campus Corner, and portions of Abe Andrews Park in the city's Original Townsite.

1.3 Design Review Process

In addition to completing the Certificate of Appropriateness (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:

Application Checklist

- Plot plans, drawn to a known scale, depicting the location of existing structures, large trees, property lines, easements and rights-of-way.
- Fully-dimensioned drawings to a known scale of any proposed construction, including elevations.

  NOTE: Proposals with vertical additions, expansions of building footprint of more than 25% of original area, or infill structures must include elevation drawings and drawing or photographs of subject property and also primary structures on next-door properties.
- Architectural plans, including scaled drawings and specifications.
- Proposals from contractors, if applicable.
- Color and material samples, if applicable.
- Photographs of subject property.
- Copy of the property deed to demonstrate ownership.

1.31 Project Description

All projects seeking a Certificate of Appropriateness (COA) shall be described in graphic and written form in sufficient detail to convey the full extent of proposed changes. This shall include, when appropriate, fully-dimensioned, scaled drawings referencing all existing and proposed structures. Written descriptions should be brief and to the point.

1.32 Administrative Bypass

Administrative Bypass is a method by which certain specific exterior projects related to changes to the structure or to the site that do not already meet the definition of "ordinary maintenance and repair," may be approved by City staff without the formal process of review before the Historic District Commission.

Items in this section are not subject to the filing deadline imposed by an Application for a Certificate of Appropriateness, nor are adjacent property owners notified of any proposed or subsequent actions. If approved for Administrative Bypass, the filing fee will be waived. Administrative Bypass for a Certificate of Appropriateness may be granted by the Historic Preservation Officer or authorized designee for the following actions:

- Installation of storm windows or storm doors;
- Roofing or re-roofing of any structure with materials that are similar in appearance, regardless of color, provided the building is not structurally altered during the roofing or re-roofing process;
- Erection of a portable storage building or similar accessory building no greater than 108 square feet in size and without a slab, footing, or other

means of permanent attachment to the ground, provided that the location does not obstruct or otherwise detract from the view of the front facade. In the instance of corner lots, both street-facing facades shall be considered as front facades;

- Widening of a driveway to a maximum of width of 10 feet.
- Erection of mechanical or electronic equipment provided that the location does not obstruct or otherwise detract from the view of the front facade. In the instance of corner lots, both street-facing facades shall be considered as front facades;
- Erection of new or replacement fencing, provided it is located behind the front facade of the house. In the case of corner lots, both street-facing facades are considered front facades;
- Construction of a deck in the rear or a discreet side location, provided that the following criteria apply::
  - Deck is less than 300 square feet in size.
  - Deck construction does not damage or make a permanent change to the primary structure.
  - Deck is largely invisible from the public way.
- Other specific requests approved by the Historic District Commission at the regular monthly meetings, provided the modification conforms with the intent and purpose of the Preservation Handbook and the Historic District Zoning Ordinance. Specific requests may be heard at the end of each Historic District Commission meeting and do not have to be listed on the agenda.

Applying for Administrative Bypass

Applicants for an Administrative Bypass must submit an application form, including a description of the proposed work to City staff prior to any issuance of said bypass. Project descriptions may include sketches, photographs, plans, material lists, material samples, and/or other means of adequately describing the work proposed.

City staff shall inform the Historic District Commission of this action at its next regular meeting. If 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 approval or denial of the Certificate of Appropriateness.

1.33 Appeals

If the Historic District Commission denies a Certificate of Appropriateness, no permit shall be issued and the applicant shall not proceed with the proposed work. The Commission must place in its records the reasons for the denial and will notify the applicant of such determination. A copy of the reasons and recommendations, if any, will also be included in the record and forwarded to the applicant. Owners, agents, and residents may appeal within 10 days from the decision of the Commission by filing a "Notice of Appeal" in the Office of the City Clerk of Norman.

1.4 Secretary of the Interior Standards for Rehabilitation

Secretary of the Interior Standards

For more information about the *Secretary of the Interior Standards for Rehabilitating Historic Buildings* visit the National Park Service's Technical Preservation Service website found at www.nps.gov/hps/tps

The primary goal of technical preservation is to publish state-of-the-art information that conveys to the public responsible methods of caring for historic buildings.

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 replacements 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 archeological 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.*

1.5 Prominent Architectural Styles in Norman's Historic Districts

The Miller and Chautauqua Historic Districts each boast a fine array of residential architecture from the first half of the 20th Century. With buildings that date from around 1903 through 1945, these districts illustrate the evolution of vernacular residential architecture in Oklahoma from the dawn of the 20th Century through the end of World War II.

Most, though not all, structures in the Miller and Chautauqua Districts fit well into well-known architectural categories. On the following pages are brief descriptions of the most prevalent styles found throughout the Miller and Chautauqua Districts.

Craftsman Bungalow

Tudor Revival

Colonial Revival

Craftsman Style

521 Miller Avenue

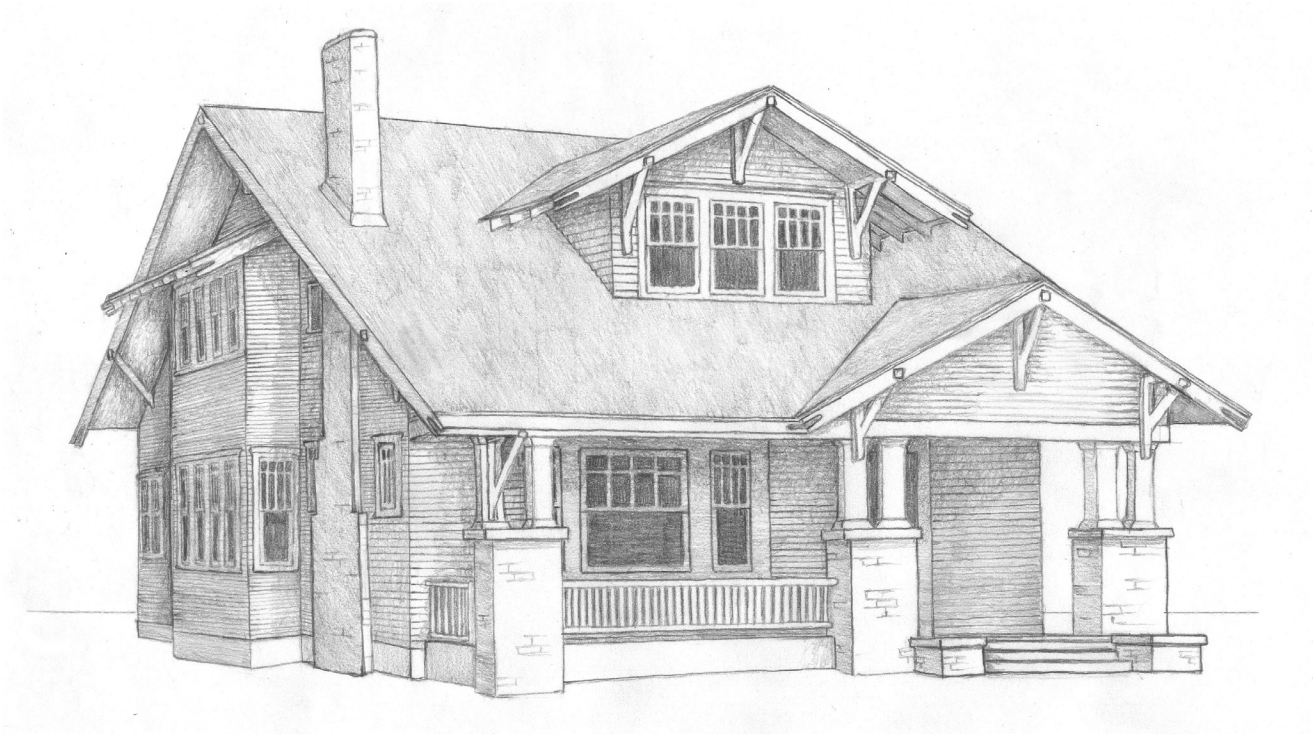
630 Miller Avenue

310 E. Keith Street

Craftsman style originated in Southern California and spread like wildfire across America through magazines and catalogues. A complete departure from the formal Victorian styles of the previous era, Craftsman houses offered an open floor plan which drew its inspiration from the English Arts and Crafts movement.

The Craftsman style differs slightly from the Bungalow, though both styles share characteristics such as exposed rafter tails, triangular knee braces under the eaves, and massed brick, stone, or stuccoed piers with tapered wooden porch columns. However, Craftsman structures often have two stories, and include features such as wide, wooden cornice boards; wooden belt courses dividing the upper floors from the lower; large, gabled dormers, and intersecting gabled roofs. Another distinguishing characteristic of the Craftsman is the use of natural or local materials such as stone, or heavily applied stucco.

There are examples of Craftsman style throughout both districts; however, fine examples are located at 515, 519, and 523 Chautauqua, 114 East Symmes, 321 Duffy, and 404 Peters.



515 Chautauqua Avenue

Bungalow Style

One-story Craftsman-style houses are often referred to as Bungalows. Throughout the country, these structures were ubiquitous between 1900 and1940. They were economical to build, easy to live in, and could be easily expanded as family size grew. The presence of Bungalows provides a strong sense of design continuity throughout both Miller and Chautauqua Districts.

The most common Bungalow type is one-story with a front-facing gable roof, full-width porch, exposed rafter tails, and triangular knee braces. These features are usually accompanied by square brick supporting piers capped with concrete and surmounted by tapered wooden columns.

An important subtype is the Airplane Bungalow. These typically have a centrally placed second-story sleeping room. Examples of Airplane Bungalows can be found at both 610 Crawford Avenue and 610 Miller Avenue, with a hybrid Airplane Bungalow located at 430 S. Lahoma.

A reliable way to date Bungalow construction is that earlier types tend to have ornamental concrete block foundations while later Bungalows usually have brick or poured concrete foundations. Typical examples of Bungalow style include 407 and 428 Chautauqua, 549 Lahoma, 310 and 325 Keith Street, and 504 and 630 Miller Avenue.

549 S. Lahoma Avenue

545 S. Lahoma Avenue

513 S. Lahoma Avenue

610 S. Crawford Street

Tudor Revival Style

715 S. Lahoma Avenue

Tudor Revival style is prevalent throughout both Miller and Chautauqua Historic Districts. After World War I this style became enormously popular as new construction technologies allowed brick and stone veneer to be applied to frame buildings.

Tudor Revival style is generally interpreted with a light brown brick or buff exterior with sweeping, steeply pitched roof lines. Many Tudor Revivals have elegantly arched entries and plank, arched front doors. Front-facing chimneys with chimney pots are also common.

Other Tudor Revival characteristics include large, medieval-style chimneys; side-gabled roofs; and small, diamond-shaped window panes. Interpretations of various examples of Tudor Revival style are found 424, and 438-440 Chautauqua, 715 Lahoma, 312 Alameda, 231 Ferrill, and 800 Miller Avenue.

644 Chautauqua Avenue

424 Chautauqua Avenue

National Style

Popular between 1890 and 1950, National style is perhaps the oldest architectural style found in Norman's two historic districts. Not linked to a specific classical style, National style is a response to the availability of local materials and the need to construct economical buildings. The porch is often the most decorative element of these plain and simple residences. The house shape is the National style's first distinguishing feature and includes forms such as gable-front, gable-front-and-wing, hall-and-parlor, side-gabled houses, pyramidal houses, and I-shaped plans. The modest shotgun house is actually an example of National Style.

413 S. Lahoma Avenue

Between 1890 and 1910, many one-and two-story side-gable houses were constructed throughout Norman. Front-gable and wing houses were also very popular. Many of Norman's alley houses are also classified as National style. Originally built to rent to students and faculty from the University, this simple one-and-two-story style was later used during the 1940s for war housing.

617 Chautauqua Avenue

Many examples of National style construction remain in Norman's historic districts. Good examples are located behind the main house at 720 A & B Chautauqua, 922-924 Classen, and at 315 Keith Street.

227 Ferrill Lane

912 Classen Boulevard

Colonial Revival Style

620 Miller Avenue

Colonial Revival style structures, common between 1889 and 1955, are scattered throughout Miller and Chautauqua Historic Districts. Characteristics of this style include an accentuated front door, a decorative crown or pediment supported by pilasters, an entry porch with classical columns, fanlights, and sidelights. Colonial Revival structures were constructed of both brick and wood and often had decorative shutters.

Colonial Revival structures are generally two stories and are distinguished by their symmetrical, rectangular shape. Most examples built after 1910 have side-gabled roofs. Examples of Colonial Revival style are found at 512 Lahoma, 425, 518, and 523 Chautauqua, and 620, 904, and 1006 Miller, and 228 E. Duffy.

709 Chautauqua Avenue

518 Chautauqua Avenue

Prairie Style

Developed in Chicago by Frank Lloyd Wright and Louis Sullivan, Prairie style is regarded as one of the few truly American styles of architecture. Very popular between 1900 and 1920, the style's pure form is characterized with distinctive horizontal lines, hipped roofs, wide eaves, and massive square porch supports.

A simplified version of Prairie style, known as the American Foursquare, was perhaps the most popular subtype, particularly in the Midwest. Although common in urban settings, it was one of the preferred styles of farm families on the Plains. Characteristics of the Foursquare emphasize the horizontal and include contrasting caps on porch and balcony railings; contrasting wood trim between stories; horizontal siding; and the use of contrasting colors. Examples of Prairie Style are found at 503 and 704 Miller Avenue, 604 Crawford Avenue, and 317 Keith Streets in the Miller Neighborhood, and 529 and 533 and 617 S. Lahoma, and 439 and 717 Chautauqua Avenue in the Chautauqua District.

503 Miller Avenue

614 S. Lahoma Avenue

509 S. Lahoma Avenue

704 Miller Avenue

Other Styles Found Less Prominently

The Oscar Jacobson House at 609 Chautauqua is a fine example of Italian Renaissance style.

Norman's historic districts also include a few examples of other early 20th Century architectural styles:

Italian Renaissance — characterized by brick or stucco veneer over wood framing, these structures often had low-pitched roofs, small upper floor windows, and widely overhanging eaves. Clay tile roofs are not uncommon. Examples include 501 and 540 South Lahoma and 609 Chautauqua.

Built in 1903, the Walch-Kirk House at 606 Chautauqua is Dutch Colonial Revival style.

Dutch Colonial Revival Style — often characterized by a gambrel roof and second floor dormers. Structures may be frame or brick. One of the oldest houses in Chautauqua District, 606 Chautauqua, is a fine example of this style. Other examples are 412 Chautauqua, 422 South Lahoma, and 228 East Duffy.

Spanish Eclectic and Spanish Colonial Revival Style — These styles are generally associated with the Southwest and were popular from roughly 1915 to 1940. The Sooner Theatre is Norman's most recognizable example of Spanish Eclectic. Characteristics of these style borrowed from the entire history of Spanish architecture and included heavily carved doors, clay tile roofs, carved stonework, and prominent exterior finishes that were generally stucco. A great example of these styles are 639 South Lahoma and 610 and 612 Miller Avenue.

This stucco Craftsman house at 610 Miller has strong Spanish Colonial Revival influences.

This Spanish Eclectic style stucco house at 639 South Lahoma was designed by Harold Gimeno.

1.6 History of Norman's Historic Districts

1.61 Chautauqua Historic District

Location

Norman's Chautauqua Historic District is located one block west of the University of Oklahoma campus in central Norman. Chautauqua is a tree-lined, residential neighborhood built primarily between the years 1903 and 1940. The district includes properties facing Chautauqua and Lahoma Avenues between Symmes Street on the north and Brooks Street on the south.

Early History and Prominence

Chautauqua District's architecture and environment represent a unique time period in Norman's history. Stately residences lining the streets reflect the status of the university deans and faculty and other prominent individuals who helped shape early development of the city. The mature trees lining Lahoma and Chautauqua Avenues reveal early settlers' commitment to turn a town on the prairie into a leafy burg.

By the end of World War I, Norman was firmly established and the University of Oklahoma was growing apace. Acceleration in Chautauqua's development was tied closely to the growth of the university, which grew nearly eight-fold between 1911 and 1931. During the 1920s, farm land on the west side of campus began being platted and Chautauqua became the neighborhood of choice for faculty. At one time, the 500 block of Chautauqua Avenue was known as "Dean's Row," with five college deans living practically side by side.

The Chautauqua Historic District is an eight-block area that includes around 270 structures.

Design

Architecturally, Chautauqua Historic District is very eclectic. This six-block area includes almost every architectural style prevalent during the first quarter of the 20th century. Bungalows are most prominently represented; however Tudor Revival and Minimal Traditional are also quite prevalent. The district also includes fine examples of Prairie, and Colonial Revival, Spanish Eclectic, Neoclassical Revival, and a single example of Queen Anne style.

District Designation and Significance

In 1988, the Chautauqua neighborhood was one of six Norman neighborhoods surveyed by the University of Oklahoma for historical significance. The original survey included nearly thirty blocks that were determined eligible for listing on the National Register of Historic Places.

After numerous public discussions over a two-year period, the original 30-block district was drawn ever smaller until 80% of the property owners in the area agreed to the district designation. Today, the Chautauqua Historic District includes eight of those thirty blocks. The Chautauqua District is considered significant for its architectural merits and includes 294 total structures.

National Register Listings in Chautauqua

Chautauqua District includes two individual house listings on the *National Register of Historic Places*. The Oscar B. Jacobson House (NR 1986), located at 609 Chautauqua, was constructed in 1921. A simplified yet elegant example of Italian Renaissance Revival style, its one-story configuration is unusual. Its features include a flat roof, a stuccoed exterior, a recessed entry, widely overhanging eaves, and the use of clay roof tiles. The structure is now home to the Jacobson House Native Art Center.

The Miller Historic District includes 14 blocks and 235 structures.

The second National Register listing is the H. E. Ledbetter House (NR 2001) at 701 Brooks. The house was built after the Chautauqua District's period of significance and is therefore considered a non-contributing structure. However this private home is a very significant structure due to the prominence of its designer, Bruce Goff, iconoclastic 20th Century architect and long-time chairman of the College of Architecture at the University of Oklahoma. Completed in 1948, the Ledbetter House uses a composite geometry that contrasts natural forms and materials with modern and what was then considered futuristic elements. Its saucer-shaped carport suspended by thin cables has inspired its local moniker, "The Flying Saucer House."

1.62 Miller Historic District

Location and Platting

Bounded by Symmes, Classen Boulevard, Miller Lane, and a line just south of Emelyn Street, the twelve-block Miller Neighborhood was dedicated as Norman's second local Historic District in 1997. The Miller District has an unusual form for cities of the Great Plains: the westernmost blocks of the district parallel the railroad tracks; the remaining blocks follow the cardinal points of the compass, a pattern that came to dominate the later development of Norman. These juxtaposed orientations create an intriguing collection of lot shapes and sizes. Overall, the Miller District forms a distinct triangle in the heart of Norman.

Miller Historic District is identified by a distinctive gateway: "the Miller Rock" at the confluence of Classen Blvd. and Miller Avenue.

Design

Nearly half the structures in the Miller District are classified as Bungalow/Craftsman, the comfortable, down-to-earth, American style that flourished from coast to coast for the first four decades of the 20th Century. The neighborhood also includes a fine collection of Minimal Traditional, Colonial Revival, National Folk, and Tudor Revival style structures. The Miller District includes a total of 232 structures.

Early History and Prominence

On February 26, 1903, the *Norman Transcript* declared "there is no room for argument on the proposition that the Classen-Miller addition to Norman, which will be placed on the market next week, offers some of the finest residential lots in the city." For several weeks, The *Transcript* ran full-page ads expounding the virtues of the Classen-Miller area. It was noted for its proximity to the city's business district, its convenient access to the railroad, and its closeness to the University of Oklahoma. The area

was well-drained, the streets were graded, and trees had been planted. "An ideal place for a home," the *Transcript* proclaimed. Lot prices ranged from $30 to $75.

Though construction began immediately after the Classen-Miller addition opened, it was not until after World War I that the neighborhood began to be fully developed. During the 1920's, Classen-Miller began to develop as an exclusive neighborhood for University faculty and Norman business leaders.

Historical Significance

The historical significance of the Miller Historic District is two-fold. The neighborhood played a significant role the urban development of the city, and it is architecturally significant for its eclectic collection of residential architecture built between 1910 and 1938. An estimated 95 percent of neighborhood structures built between 1910 and 1938 remain standing, and approximately 90 percent of these retain their architectural integrity. The Miller District's period of significance is 1903-1949. In 2003, the Miller District was determined to be eligible for the National Register of Historic Places.

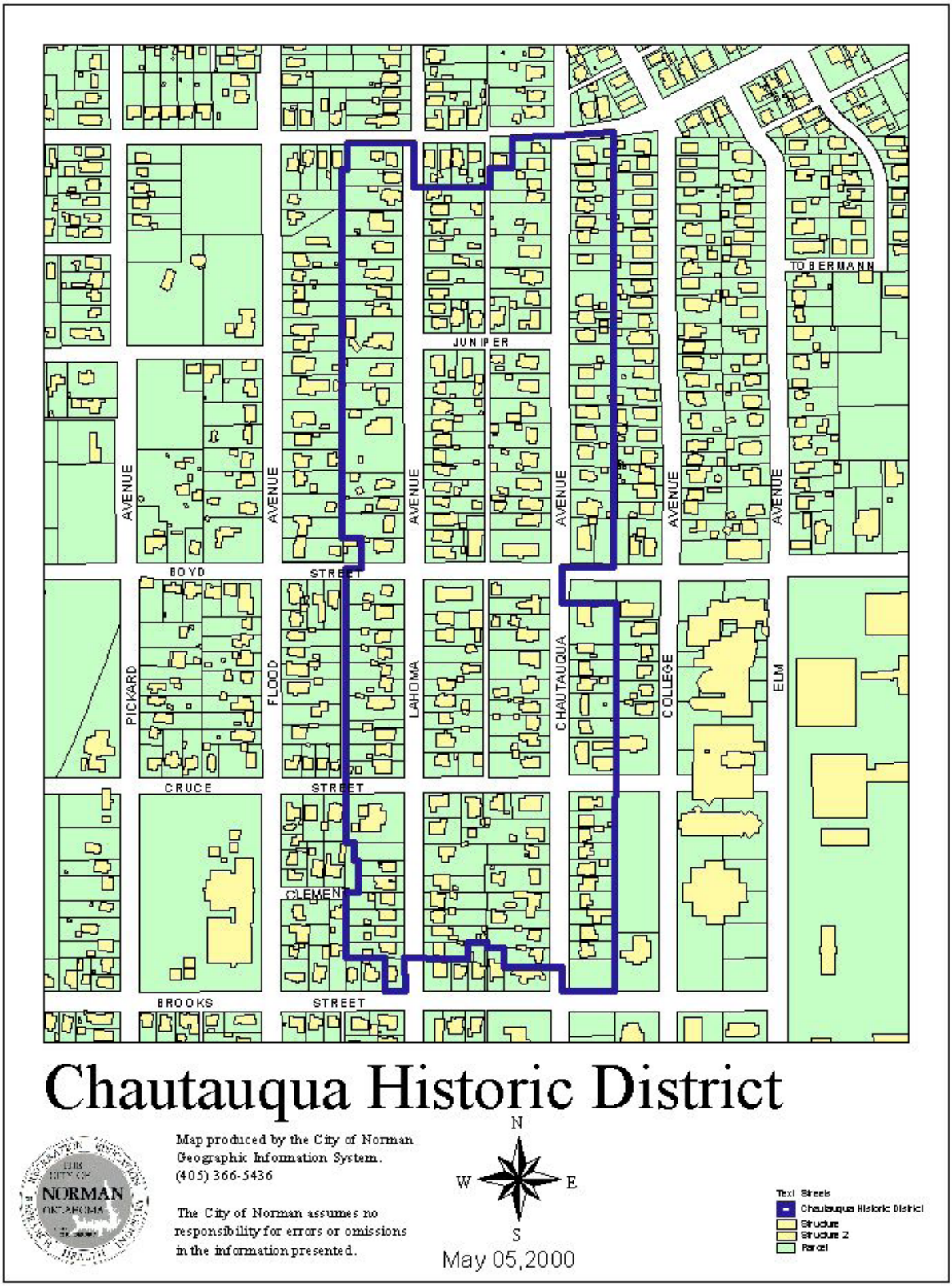
Historic District Designation

The Classen-Miller neighborhood was one of six Norman neighborhoods surveyed in 1988 by the University of Oklahoma, though it did not become a historic district until 1997. Concerned about encroachment from neighboring industrial and commercial uses, Miller residents organized themselves and quickly gained support from a clear majority of property owners to become a local historic district.

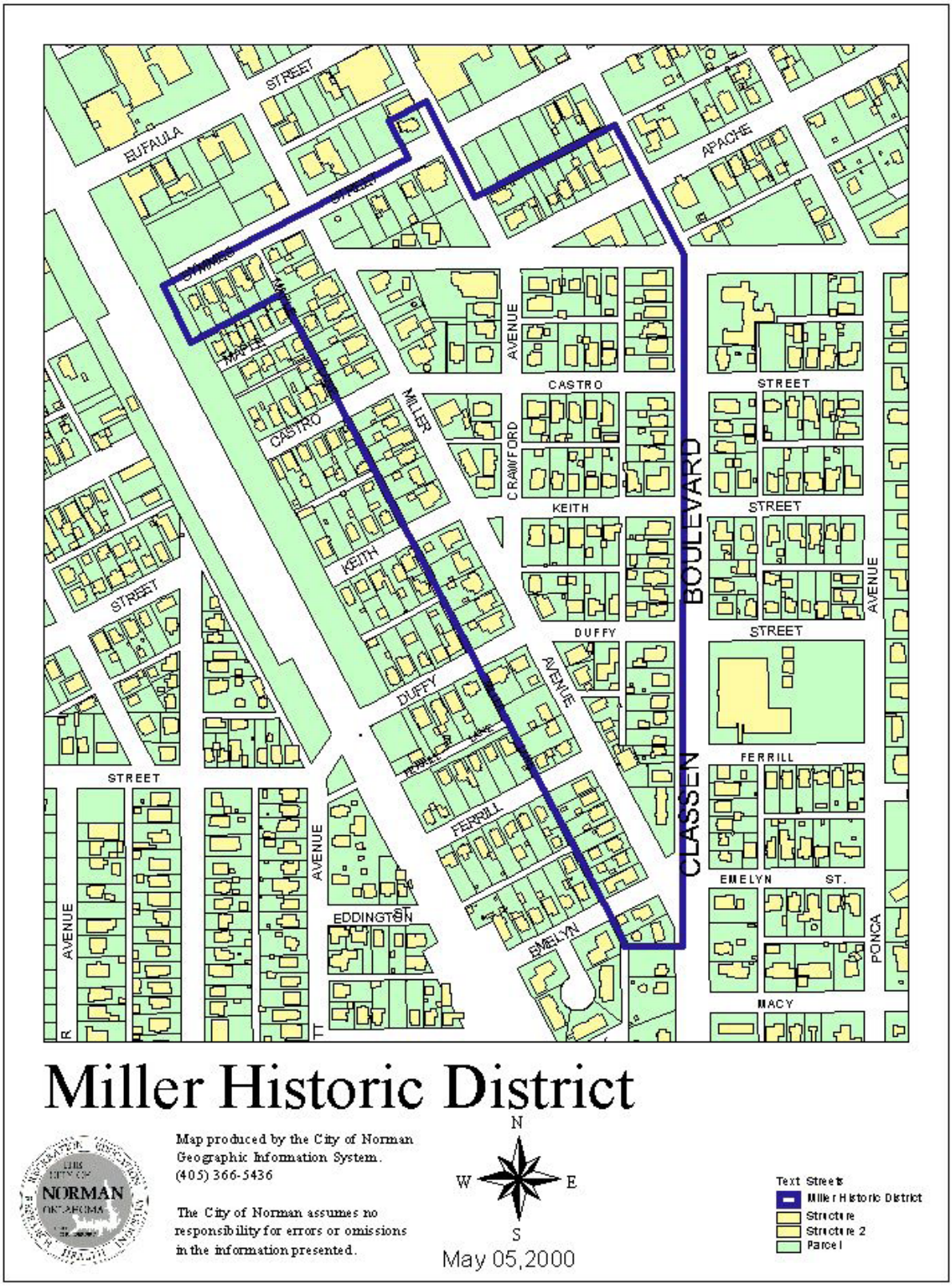
The area has really experienced few significant changes since 1938, so initial survey boundaries were similar, though not identical, to the original plat of the Classen-Miller Addition. Like the Chautauqua District before it, the final boundaries of the Miller Historic District encompass what is considered the heart of the neighborhood.

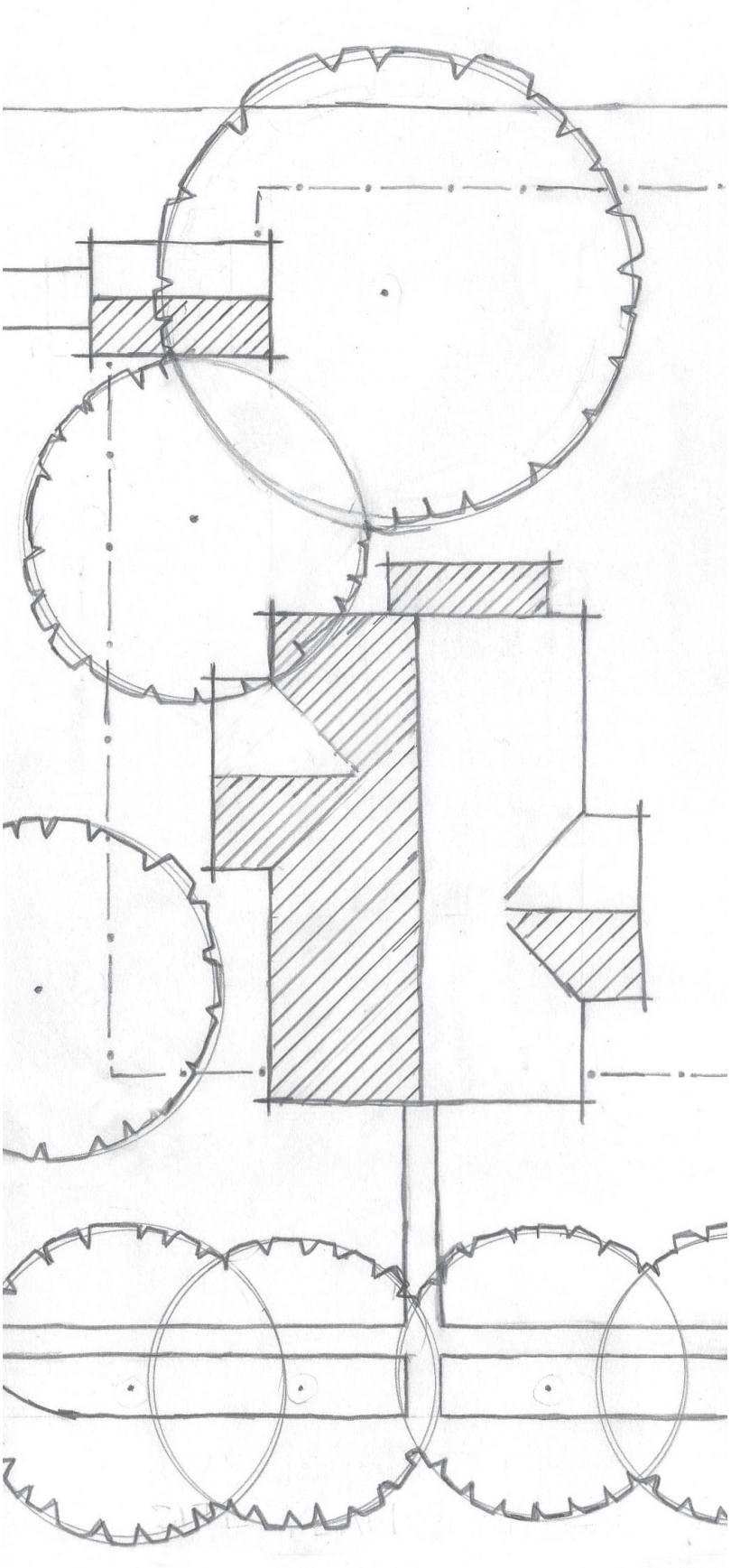
1.7 Maps of Norman's Historic Districts

1.71 Chautauqua Historic District



1.72 Miller Historic District





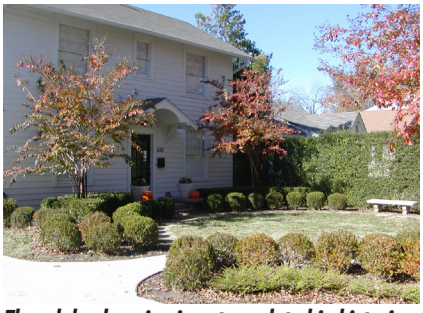
Chapter 2

Site & Landscape

2.1 Site and Landscape

On the Street Where You Live

The character of Norman's historic districts is defined not only by individual buildings and their settings, but also by the network of streets, sidewalks, tree canopies, landscaping, lighting, and alleyways that connect those buildings and sites. The sum of these elements creates the background for the historic residences that line the streets.



Though landscaping is not regulated in historic districts, complementary design is encouraged!

A mature tree canopy is a vital part of a historic neighborhood's character and feel.

Period-style lamp posts help define streetscape character in historic districts.

Historic districts are actually a network of spatial and social relationships: individual buildings relate to their sites, buildings relate to their neighbors, and both relate to the street. In this way, city blocks are linked to each other by a continuous rhythm.

Shade trees are a precious resource in Oklahoma and trees play a major role in defining the historic character of Norman's residential districts. Historically, well-located shade trees were an important means of providing summer cooling. Today they still contribute shade as well as imparting a distinctive atmosphere to the historic districts.

Distinctive site features also contribute significantly to the overall character of the districts and to individual settings. These site-defining elements include things such as hedges, foundation plantings, lawns, gardens, and tree canopies; features that define circulation such as walkways, streets, alleys, driveways, and parking areas; and features that articulate or develop a site such as accessory buildings, fences, walls, lighting, terraces, waterways, swales, fountains, patios, sculptures, arbors, pergolas, pools and planters.

Things to Consider As You Plan

Most early Norman neighborhoods are shaded by a heavy deciduous tree canopy that adds enormous aesthetic appeal and historically performed a vital cooling function during the hot summer. Removal of mature, healthy trees should be considered only for absolutely compelling reasons. Whenever a tree is removed, whether it is diseased, storm damaged, or healthy, the district setting is diminished. The planting of a similar replacement tree in its place or nearby is strongly encouraged to perpetuate the tree canopy that is so important to the landscape as well as the individual building sites. The City of Norman's Urban Forester has a list of appropriate tree species and local sources for the City's historic districts.

Protect Mature Trees During Construction. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. Whenever construction or site work is undertaken, owners should develop a landscape plan that includes a tree preservation plan. Large shade trees (8 inches or larger diameter at breast height) and ornamental trees (4 inches or larger diameter measured 6 inches off the ground) and other significant landscape features should be protected from immediate damage during construction or delayed damage resulting from construction work, including compaction of the soil by equipment or loss of root area. The critical root zone of a threatened tree must be surrounded by temporary fencing to prevent any construction activity or equipment from endangering it. It is especially critical to avoid soil compaction within the drip line of trees.

Preserve Tree Canopy. Prune and trim trees in front yards and public rights-of-way in a manner that preserves tree canopies. In consultation with the City Forester, introduce new and replacement plantings to ensure that existing tree canopies will be preserved.

Replace Aging Trees. Replace a seriously diseased or severely damaged tree (see Chapter 6.2 Preservation Glossary for definition) or hedge with a new tree or hedge of an appropriate species. The City Forester has a list of appropriate tree species for Norman Historic districts. It is not appropriate to remove healthy, mature trees.

Install Root Barriers. When sidewalks are replaced, they should have root barriers installed to protect the concrete from future breakage by tree roots.

Keys to Healthy Trees

These are key steps to maintain the vitally important tree canopy in historic districts:

- Protect mature trees during construction.
- Protect tree canopies.
- Replace aging or diseased trees.
- Install root barriers and structural soils under new sidewalks.

Site Rhythms

Early 20th Century paving patterns in Norman are simple and uniform. Sidewalks separate a continuous grassy strip from individual front yards. A walkway typically divides the front yard and connects the public sidewalk to the building entrance. A narrow, concrete driveway is usually located near the property line on the side of the residence and it stretches to the rear, usually ending at a one or sometimes two-car garage. Many garages are located very near or on the property line. Fences are generally used to enclose rear yards.

A hedge serves both a landscape and a fencing function, here accentuated by a garden gate of complementary color and design.

When altering existing site features or proposing new ones, property owners should consider the character, pattern, and rhythm of existing features as well as the dominant pattern within the historic district. Selecting wisely from the existing vocabulary of distinctive site features to define circulation, create site spaces, or otherwise articulate and develop sites within a district is central to preserving the district's overall character. It is also important to consider whether proposed changes will affect neighbors' views or usage of their property.

The introduction of intrusive, contemporary site features or equipment such as large parking areas, swimming pools, tennis courts, freestanding metal buildings, or mechanical equipment must be carefully reviewed to determine if it will compromise the historic character of the site and the district. Although the impact of intrusive contemporary features or can often be diminished through careful siting and screening, in some cases it may be so detrimental to the character of the site or the streetscape that the alteration cannot be accommodated. Such might be the case if the bulk of a residential rear yard were paved for parking or if an addition required the removal of several healthy, mature shade trees.

This carved wooded gate at the Jacobson House complements the house's stucco walls and Italian Renaissance style.

2.1 Guidelines for Site and Landscape

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

2.2 Archaeology

Archaeological resources include all material evidence of past human activity usually found below the earth's surface but sometimes exposed above the ground as well. Historical archaeology refers to the study of people with a written record or the archaeology of the recent past.

The location of original foundations, porches, accessory buildings, walkways, and even gardens can be determined through archaeological surveys. Information on the lifestyles of previous inhabitants and patterns of site use can also be culled from archaeological investigations. It is important that such sites be documented; if something is found, contact the Historic Preservation Officer. However, the uncovering of archaeological resources endangers them. Protecting them in place is the best way to safeguard them.

Things to Consider As You Plan

Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.

The disturbance of the ground, whether due to grading, excavating, or construction on a site, threatens unknown archaeological resources. Consequently, care must be taken to avoid destroying them when planning any type of substantial site work within the historic districts. It is best to investigate in advance, with a professional, the likelihood that proposed site changes will destroy significant archaeological resources. The Oklahoma Archaeological Survey can provide such professional assistance to property owners.

Protect Resource Locations. Protect and preserve known significant archaeological resources in place.

Minimize Terrain Damage. Minimize the disturbance of terrain in the historic district to reduce the possibility of destroying or damaging significant archaeological resources.

Document Terrain. If a site is to be significantly altered, survey and document the terrain in advance in order to determine the potential impact on significant archaeological resources.

Use Professional Expertise. Even if the preservation of significant archaeological resources in place is not feasible, use professional archaeologists and modern archaeological methods in planning and executing any necessary site investigations.

Avoid Heavy Equipment. Do not use heavy machinery or equipment on sites where doing so may disturb significant archaeological resources.

2.3 Garages & Accessory Structures

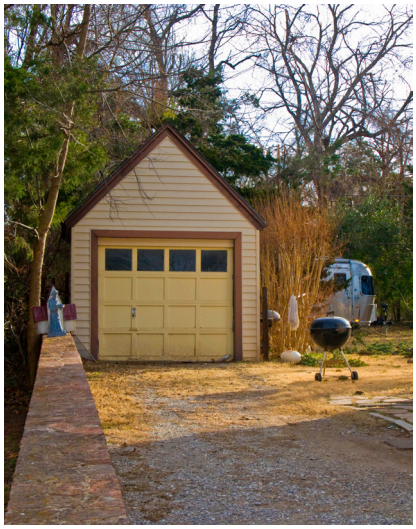
Many original garages and even a few of their upscale cousins, the carriage house, remain in use in Norman's Historic Districts. Like other early site features, these accessory structures contribute to the historic character of individual sites and the district as a whole. In some cases, the accessory building echoes the architectural style, materials, and details of the principal structure on the site. Many are humble gabled structures with the gable end facing the street.

Most early garages were sited in the rear yard and accessed either by a linear driveway leading from the street or from the rear property line via an alley. Corner lots sometimes oriented garages toward the side street. Most, though not all, garages were single bay; sometimes garages were shared by adjoining property owners. Smaller storage buildings and sheds were also typically located unobtrusively in the rear yard.

Things to Consider As You Plan

Many of Norman's early accessory buildings are very simple structures with little in the way of internal framing. Consequently, routine maintenance and repair of early garages and accessory structures is essential to their preservation. Additional information on the appropriate rehabilitation of roofs, walls, windows, doors, and materials of garages and accessory structures can be found in Chapter 3, Changes to the Building Exterior.

In historic districts, the compatibility of a proposed new garage or accessory building should be reviewed in terms of location, orientation, form, scale, size, materials, finish, and details. It is also important to consider the impact of the proposed construction on the existing site and site features, as well as neighboring structures in close proximity. Proposed changes to garages will also be reviewed in terms of their role in site circulation.



Roof pitch is also used as a design detail. This garage serves a Tudor Revival style house with a characteristically steep pitched roof.

2.3 Guidelines for Garages & Accessory Structures

This two-car Spanish Revival-style structure in the Chautauqua District accompanies a house designed by Harold Gimeno.

This two-car garage was built around 1944, apparently using leftover building materials.

This two-car brick garage in the Miller District still retains its original folding carriage doors.

.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 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 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 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.*

Design details such as the jerkin head gable of this garage are used as complements to the primary structure.

Pyramidal shaped roofs were common on garages built in the 1920s.

2.4 Sidewalks, Driveways, and Off-Street Parking

Paving in Historic Districts

Sidewalks, driveways, and off-street parking in residential historic areas should respect the continuity of landscaped front yards and side yards on corner lots.

Maintaining original paving patterns is important to preserving the character of individual building sites and the district as a whole.

The location of driveways and other paved areas is very important to both the preservation of neighborhood character, and to the preservation of historic integrity of individual properties. Sidewalks, driveways, and off-street parking in residential historic areas should not interrupt the continuity of landscaped front or corner side yards. The consistency and repetition of sidewalk and driveway spacing, placement, dimension and materials creates a rhythm to the street in historic districts.

In Norman's early neighborhoods, front walks usually led directly to the front door of a house from the sidewalk. Depending on the topography, the walkways often incorporated steps and, sometimes if the front yard was fenced, a decorative gateway. Traditional paving materials were concrete and brick or stone pavers. Plantings often lined the walkways.

Driveways typically led directly to the back yard, sometimes to a garage or carriage house. Public alleys sometimes provided the automobile access to rear yards and garages. Occasionally, a porte cochére provided a covered parking space attached to the main structure. Driveways were usually made of gravel or compacted soil, changing over time to concrete. Often a grass median separated two gravel or aggregate concrete runners. Occasionally, more decorative brick or stone pavers were used.

Historically, off-street parking areas for multiple cars were rare in residential neighborhoods. Initially, on-street parking met the demand for parking spaces, even in commercial districts. Over time as cars have grown both larger and more numerous, major conflicts arise between preservation goals and the need to park cars.

Things to Consider As You Plan

When Norman's historic neighborhoods were developed, American society was not as focused on cars as it is today. Trying to make individual properties accommodate as many cars as possible is both unrealistic and contrary to the goals of historic preservation.

Traditional ribbon drives are sometimes modified to create a solid surface.

Preserving and maintaining existing walkways and driveways is essential to preserving the character of individual building sites and the district as a whole. When new walkways or driveways are proposed in a historic district, they should be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways.

In historic districts, new paved areas should never directly abut the principal site structure, significantly alter the site topography, or overwhelm in area the residential, landscaped character of a backyard. Care must be taken that paved areas do not injure nearby trees by intruding onto their root areas.

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.*

Shared driveways were common in the early 20th Century. A few still remain in Norman's historic districts.

Ribbons driveways or runners are very traditional and generate less stormwater runoff than solid sheets of concrete.

2.5 Fences and Masonry Walls

Traditional picket fences have many variations and work well in many different settings.

Though weathered, this ornamental wood fence provides an edge and still lends a good deal of charm along a front yard.

This wrought iron fence at The Chouse, located 707 W. Boyd, beautifully complements the former church's Gothic Revival style architecture.

Original historic fences and walls are important character-defining features and should be preserved and maintained. Front yards create a context for houses and establish a rhythm for the street. These elements are important to the preservation of a district's historic character, and to strengthening the cohesiveness of a residential historic district. New fences and walls in residential historic districts should not interrupt the flow of landscaped front yards or corner side yards.

Fences, walls, sidewalks, driveways, garages, and most accessory buildings meet the definition of structure, as found in Chapter 6.2, Preservation Glossary. Consequently, the erection, moving, demolition, exterior reconstruction, restoration, or alteration of these site elements requires a Certificate of Appropriateness. Exceptions include work which satisfies all the requirements of ordinary maintenance and repair, as defined in Chapter 6.2, Preservation Glossary, and work which can be approved per Chapter 1.32, Administrative Bypass.

Things to Consider As You Plan

Preservation of existing fences and walls requires routine maintenance and repair. Keeping the bottom edge of wooden fencelines raised slightly above ground and protected by a sound paint film, opaque stain, or wood preservative will significantly extend their life span. When deteriorated pickets or boards must be replaced, decay-resistant or pressure-treated wood should be considered.

A need for security or privacy or the desire to enhance a site may lead to a decision to introduce a new fence or wall. Within the historic districts any proposed new fence is reviewed with regard to the compatibility of location, materials, design, pattern, scale, spacing, and color with the character of the principal building on the site and the historic district. Although compatible contemporary fence and wall designs constructed in traditional materials are appropriate in the districts, new fencing or wall systems constructed of incompatible contemporary materials such as vinyl or chain-link fencing and imitation stone or stucco are not appropriate for use in historic districts.

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 Glossary for definition of front yard.*

.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 Glossary for definition of side yard.*

.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 Glossary for definition of rear yard.*

.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.*

Fences By Administrative Bypass

Original historic fences and walls are important character-defining features and should be preserved and maintained as much as possible. Many common styles of privacy fence can be approved by Administrative Bypass. See page 32 for a palette of fence types.

A front yard fence under 36 inches tall creates definition and separation but still allows the beauty of the house to shine.

A dooryard gate creates a nice entrance to the front yard in a modern adaptation of the traditional wood fence.

A modern-day lattice work fence works well with bungalows.

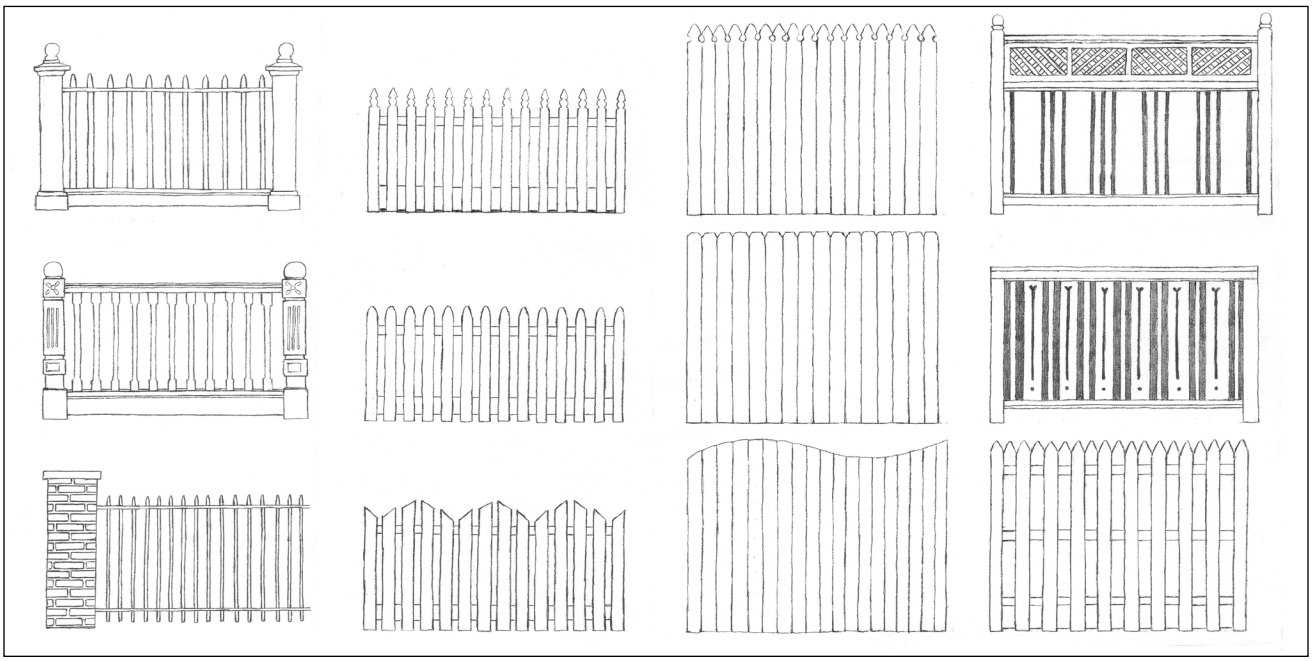
.11 ***Setback and Adjacent Property Tie-In.*** *A fence 4 feet or less in height shall be set back a minimum of 1 foot from the inner edge of a public sidewalk. A fence over 4 feet in height shall be set back a minimum of 2 feet. Where no sidewalk exists, fences shall be set back a minimum of 6 feet 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:

Fence Palette below (shown on page 32) shall accompany Section 2.5 Guidelines for Fences and Masonry Walls. The fence palette defines styles and configurations of wooden fence that are approvable by Administrative Bypass. Other styles may be possible upon review by the Historic District Commission.

Few stone walls remain in Norman's historic districts. Those that exist have special significance.

PRIVACY FENCE PALETTE FOR NORMAN HISTORIC DISTRICTS



These styles of wood privacy fence can be approved by Administrative Bypass and do not require Commission review.

2.6 Signage

A Certificate of Appropriateness is required for any new sign of a permanent nature which is to be attached to, or erected on the site of, any structure located within a historic district. This includes, but is not limited to, signs and lettering painted onto elements of the structure or applied to awnings. A Certificate of Appropriateness will also be required for any existing sign which is to be moved, demolished, reconstructed, restored, or altered, except when such work satisfies all the requirements for "ordinary maintenance and repair."

This small sign at the Jacobson House Museum Store conveys information but is unobtrusive.

Things to Consider As You Plan

Applicants are encouraged to seek out photographs and illustrations of historic sign examples for guidance.

In addition to reviewing sign design, the Historic District Commission will also evaluate the dimensions, materials, legibility, color, letter styles, overall effect, placement, and lighting of proposed signs.

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.

This 1950s Commercial Style building is located in the Miller Historic District.

This 1960s ranch-style house likely replaced an older structure on Miller Avenue.

This 1950s structure has been enhanced with traditional design details that make it more compatible with surrounding structures.

Built after the Chautauqua District's period of significance, this Mid-Century Modern style structure is considered non-contributing.

2.7 Non-Contributing Resources

The term "contributing resource" refers to a historic building or site that retains its original architectural integrity or design. In the case of a structure, it refers to a building whose architectural style is typical of or integral to a historic district.

A resource is described as "non-contributing" when it adds no historical significance to an individual property or district. This typically occurs when the building has been physically altered past the point where it retains any of its original integrity. Examples of major structural changes that diminish a building's historic integrity might including the removal or enclosure of porches, replacement of original windows with inappropriate materials or styles, or the installation of vinyl or metal siding. In some cases, recent modifications can be removed which may all the structure to return to contributing status.

In many cases buildings are classified as non-contributing because they were built after the district's period of significance. For example, the Miller Historic District's period of significance is 1903-1949. That means that structures built after 1949 are too new to be contributing resources to the district. These structures may be fine examples of their own time but they do not contribute to the defining character of the historic district.

It is important that non-contributing structures not detract from the integrity and historic character of the district. Because non-contributing resources do occur, the preservation goal is to support a harmonious blend of the old and the new. Therefore, the rules and regulations of the historic district apply to all properties, both contributing and non-contributing.

Things to Consider As You Plan

Non-contributing resources should be controlled only to extent necessary to make them compatible with the general atmosphere of the district with regard to exterior alterations, additions, site work, and signage.

Newer structures often have greater accommodations for cars, which can begin to overwhelm the pedestrian character of an historic district. Non-contributing resources will still be held to same site standards for built area and lot coverage.

Newer buildings are products of their own time. Property owners should avoid making changes that attempt to create a false historical appearance.

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.*

2.8 Lighting

Early Norman streetlights ranged from elaborate designs, such as translucent globes mounted on cast-iron poles capped with decorative finials, to simple, bracketed globes mounted on utility poles. Manufacturers of the day described the light cast by these early fixtures as a "soft, yellow-toned glow." This is a marked contrast to the harsher bluish-tone light cast by today's mercury vapor streetlights. In response to increasing public demand for dark skies, lighting manufacturers have begun to offer high-pressure sodium vapor fixtures that produce a softer glow.

Original fixtures beautifully complement a Spanish Revival structure.

Things to Consider As You Plan

Balancing issues of light pollution with needs for safety and security requires careful forethought and coordination regarding the quantity and location of exterior lighting. Considerations in lighting fixtures should include location, design, material, size, color, scale, and brightness. Installing new lighting fixtures on historic properties does not require a Certificate of Appropriateness (COA); however, appropriate lighting is important consideration in maintaining the character of Norman's Historic Districts. When reviewing Certificate of Appropriateness (COA) requests the Historic District Commission may ask about plans for lighting and may offer suggestions about appropriate lighting choices.

Retain original fixtures or appropriate motifs. Retaining and maintaining original light fixtures is always preferable; however, if fixtures are missing or damaged, alternatives may be considered. Antique or reproduction lighting fixtures of a similar design and scale may be installed, or reproduction fixtures that reflect the design of the building may be selected. For example, it would be appropriate to select Mission motif lighting for a Craftsman bungalow. Selecting a fixture style in contrast to the building style is not recommended.

An understated overdoor light fixture and entryway provide subtle elegance on a Classical Revival structure.

Choose simple, discreet styles. Inconspicuous contemporary fixtures that complement the style and the character of the building are recommended for historic buildings. Simple, discreet styles and materials are usually successful. If more illumination is desired than original fixtures provide, unobtrusively located recessed lights may solve lighting needs without competing with original design.

Choose appropriate locations for security lighting. Due to concerns for security and safety, additional lighting may be desirable on a particular site. Property owners should give careful consideration to where supplemental lighting is needed and in what quantity. Adequate lighting can often be introduced through fixtures on residential-scale posts, recessed lighting, footlights, or directional lighting mounted in unobtrusive locations. Such solutions are far more in keeping with the historic character of the districts than harsh floodlights and standard security lights mounted on tall utility poles. Sometimes even compatible fixtures may compromise a building or a site if they are improperly spaced or located.

Tips for Appropriate Lighting:

- Choose unobtrusive lighting fixtures and intensity.
- Position lighting carefully to avoid light intrusion on neighboring properties.
- Choose low heights for security lighting.
- Avoid harsh floodlights.
- Retain original fixtures if at all possible.
- Choose historically appropriate light fixtures.

Lighting in Historic Districts

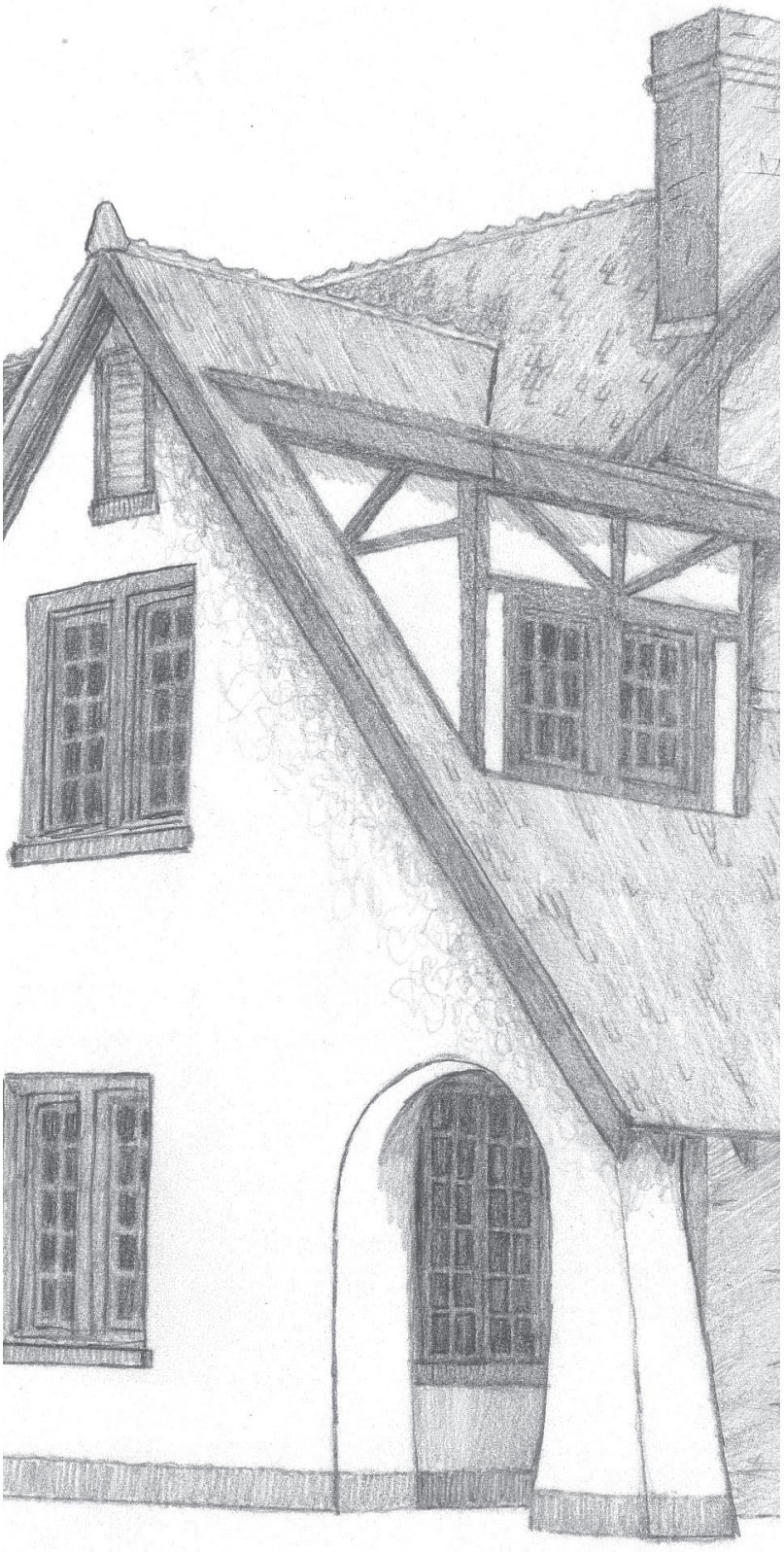
- Old fixtures have character! If at all possible, retain and preserve original lighting fixtures.
- Consider the neighbors. Install outdoor lighting locations that don't intrude on neighbors' rights to enjoy darkness.
- Don't rewrite history. Choose period-appropriate fixtures.

No COA Required for Lighting

Appropriate lighting is a subtle but important consideration in maintaining the character of Norman's Historic Districts; however **installing new lighting fixtures on historic properties does NOT require a Certificate of Appropriateness.**

An original ornate iron fixture surmounts an entryway on Tudor Revival structure.

Original red fixtures flanking the entryway lend artistic detail to the stucco austerity of this Spanish Revival structure.



Chapter 3

Changes to the Building Exterior

3.1 Exterior Walls

Stucco walls and porch piers give this Mission-Revival style Bungalow its distinctive character and should be preserved.

Through their shape, features, materials, details, and finishes, exterior walls contribute to the form and the character of historic buildings. They also provide opportunities for stylistic detailing and ornamentation. Features such as projecting bays, dormers, sun porches, and chimneys boldly manipulate the shapes of exterior walls. In addition, columns, braces and brackets, and window openings all embellish the connections between wall planes or link exterior walls to other building elements. Variations in exterior wall materials all contribute to the pattern, texture, scale, color, and finish of the building exterior.

Within Norman's historic districts, exterior walls clad in horizontal, lapped wooden siding are most typical, although walls surfaced with wooden shingles, brick, stone, or stucco are found as well. Combinations of materials, including brick with stone details or lapped siding with wooden shingles are also found.

The foundations of early Norman buildings are differentiated from the rest of the wall by a change in material, plane, and/or color. Brick foundations are the most common, but foundations of stone or masonry with stucco are not unusual. Some masonry pier foundations with infill panels of recessed brick or lattice are also found in the districts.

Stucco walls and a flat roof define this Spanish Revival-style house in the Chautauqua District.

Things to Consider As You Plan

Routine inspection, maintenance, and repair of exterior walls should follow the guidelines for the specific wall materials.

Preserve Original Details and Materials. Replacement of deteriorated exterior wall materials and details requires careful attention to the scale, texture, pattern, and detail of the original material. The three-dimensionality of wood moldings and trim, the distinctive texture of weatherboards, and the bonding pattern of masonry walls are all important to duplicate when replacement is necessary. Generally, replacement or concealment of exterior wall materials with substitute materials is not appropriate. For example, the application of synthetic sidings or contemporary stucco-like materials in place of the original materials results in a loss of original fabric, texture, and detail. In addition, such surfaces may conceal moisture damage or other causes of structural deterioration from view.

Masonry details such as bond pattern and copings articulate style and design.

The loss of a distinctive exterior wall feature such as a projecting chimney or window bay would compromise the character of a historic building. Similarly, the introduction of a new feature, such as a window or door opening, can also compromise the integrity of the original wall. Alterations such as these require a clear understanding of the significant characteristics of the original wall and also the wall's role in creating the building's significance. Using that knowledge, a compatible change that will not diminish the building's architectural character may be developed.

Maintenance of Exterior Walls

- Protect original surfaces. Protect and maintain the material surfaces, details, and features of exterior walls through appropriate methods:

- Inspect regularly for signs of moisture damage, vegetation, fungal or insect infestation, corrosion, and structural damage or settlement.
- Inspect infestation, corrosion, and structural damage or settlement.
- Provide adequate drainage to prevent water from standing on, horizontal surfaces and collecting on decorative elements or along foundations.
- Clean exterior walls as necessary to remove heavy soiling or to prepare for repainting. Use the gentlest methods possible.
- Retain protective surface coatings, such as paint or stain, to prevent deterioration.
- Reapply protective surface coatings, such as paint or stain, when they are damaged or deteriorated.
- Use recognized preservation methods. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.

Craftsman-style structures often use multiple materials for exterior walls. This house has a combination of stucco and wood shingles.

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 are 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.*

Wood siding, also known as weatherboard, is very typical on historic structures in Norman.

3.2 Wood Features

Wood brackets, sometimes known as knee braces, are common decorative support elements on bungalows.

Brackets are sometimes used to support bay windows on bungalow structures.

A shed roof supported by brackets provides shade, decorative detail, and support on a Craftsman structure.

Gable returns highlighted by a multi-color paint scheme are very attractive details on a front gable, gambrel roof structure.

Wood was the most commonly used building material in early Norman neighborhoods. The structural system of most homes is a wood framework referred to as balloon framing. This was a Victorian-era building innovation that set up all exterior load bearing walls and partitions with single vertical studs and nailed the floor joists to those studs. Clapboard, flush siding, board and batten, or textured siding (consisting of patterned wooden shingles) was then applied to the exterior.

Depending on the styles of the era and the taste and the financial resources of the owner, decorative details were added. For example, decorative wooden moldings, brackets, pediments, balustrades, and columns embellished early Norman buildings. Porches, fences, and storefronts often were constructed of wood as well.

Things to Consider As You Plan

Wooden features and surfaces on a building should be maintained and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character. A regular inspection and maintenance program involving caulking and sealing, carpentry, cleaning, and painting will help to keep problems with wooden features and surfaces manageable. Flexible sealants and caulking protect wooden joinery from moisture penetration as the wood shrinks and swells, and a sound paint film protects wooden surfaces from deterioration due to ultraviolet light and moisture. If a wooden feature or surface remains damp for extended periods of time, the possibility of mildew, fungal rot, or insect infestation increases dramatically.

The following are suggestions for maintaining historic wood surfaces and features:

- Inspect regularly for signs of moisture damage, mildew, and fungal or insect infestation.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
- Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
- Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
- Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.
- Clean painted surfaces regularly by the gentlest means possible, and repaint them only when the paint film is damaged or deteriorated.
- Repair historic wooden features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

Use Gentle Cleaning Methods. Clean wooden features and surfaces using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Destructive methods such as sandblasting, power washing, or propane or butane torches are very damaging to old wood and torches are potential fire hazards. Thermal devices such as electric hot-air guns may be used with care on decorative wooden features, and electric heat plates on flat wooden surfaces. Similarly, chemical paint strippers may be used to augment gentler methods, but the surface must then be neutralized to allow the new paint film to bond.

Attic ventilation is accomplished through the use of decorative wooden louvers in a roof gable.

Use Preservatives. The application of wood preservatives or the use of pressure-treated lumber (wood chemically treated with preservatives during manufacture) can also extend the life of wooden elements and surfaces. However, some pressure-treated wood must be allowed to weather for six to twelve months before it is primed and painted.

Avoid Stripping. On exterior surfaces do not strip historically painted surfaces down to bare wood and apply clear stains or finishes to create a natural wood appearance.

The corner of this Prairie-style porch has a wealth of wood details: molded columns, exposed rafter tails, and massive cross beams.

A Word of Caution on Lead. Beware that historic structures are likely to have lead paint on painted surfaces both inside and out. For your own protection and the protection of the environment, consult the following website for safe removal practices. `www.hud.gov/offices/lead/`

Selective Replacement. Repair or replacement of deteriorated wooden elements or surfaces may involve selective replacement of portions in kind through splicing or piecing, or it may involve the application of an epoxy wood consolidant to stabilize the deteriorated portion in place. Specifying decay-resistant wood species for replacement of deteriorated wooden elements and surfaces may prevent future deterioration.

Avoid The Synthetic Siding Trap. Resurfacing a wooden building with synthetic siding materials, such as aluminum, vinyl, asbestos, and asphalt, is usually a short-sighted solution to a maintenance problem. In fact, these synthetic materials may hide signs of damage or deterioration, preventing early detection and repair. At their best, synthetic sidings conceal the historic fabric of a building. At their worst, synthetic sidings remove or destroy with nail holes the materials and the craftsmanship that reflect Norman's cultural heritage. Synthetic sidings also allow for new rot to go undetected. Because the application of synthetic sidings does grave damage to the character of most historic buildings, it is not appropriate in the historic districts.

Knee braces support this shed roof over several pairs of windows.

3.2 Guidelines for Wood Features

Wood dormers and full-height porch columns highlight this Neoclassical-style structure, originally a sorority house.

A gablet supported by wood braces provides a decorative covered entrance on this National-style structure in the Miller District.

Decorative collar beams spanning a porch gable are characteristic of high Craftsman style.

.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.*** *Replace only the deteriorated detail or element in kind rather than the entire feature if replacement of a deteriorated detail or element of a wooden feature is necessary. Match the original detail or element in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*

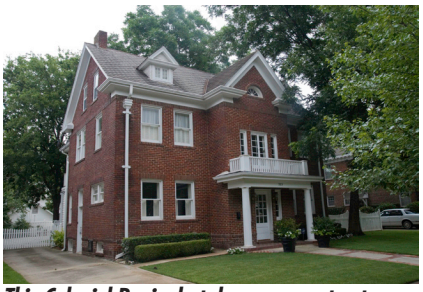
.3 ***Replace Missing Features.*** *Replace missing wooden features based on accurate documentation of the missing original or a new design compatible in scale, size, material, and texture, with the style, period, and design of the historic building and the district as a whole. Consider compatible substitute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

Site features as well as building elements, surfaces, and details executed in masonry materials contribute a great deal of texture to Norman's Historic Districts. A variety of historic masonry materials such as brick, terra-cotta, limestone, stucco, slate, concrete, cement block, and clay tile are employed for a range of distinct features including sidewalks, driveways, steps, walls, roofs, foundations, parapets, and cornices.

Brick foundations are quite common in the districts; stone foundations are far less typical. Clay tile roofs and a number of slate roofs distinguish a few early Norman buildings. Although clapboard siding is most typical in residential districts, some brick and stone are also found there.



This Colonial Revival-style masonry structure has wood porch with a roof line balustrade.

Things to Consider As You Plan

Masonry surfaces require minimal maintenance and are known for their durability. They develop a patina over time and should be cleaned only when heavy soiling or stains occur. Gentle cleaning using a low-pressure water wash with detergent and the scrubbing action of a natural bristle brush will usually accomplish the task.

- Inspect surfaces and features regularly for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
- Use Appropriate Repair Methods. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, or patching damaged or deteriorated masonry. It is not appropriate to apply a waterproof coating to exposed masonry rather than repair it. The use of clear silicone coatings on masonry surfaces may be appropriate when dealing with water infiltration issues.
- Repoint Carefully. Choose mortar for repointing very carefully — Portland cement is not mortar! Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, color, texture, and composition. Match the original mortar joints in width and profile.
- Use Only Gentle Cleaning Methods. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible. Repaint painted masonry surfaces when needed. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. Sandblasting, high-pressure waterblasting, and power washing are very destructive to historic masonry surfaces and should be avoided.

This porch has brick columns with a decoratively curved masonry return wall.

These brick columns on a Craftsman structure also include cast concrete capitals and details.

Stone porch columns are fairly unusual in Norman's Craftsman structures.

This bungalow has full-width porch with stone cladding and an unusual elliptical opening.

Stucco and half-timbering convey a cottage like atmosphere on this Tudor Revival structure.

This Colonial Revival structure includes a pedimented front porch and rhythmic dormers

Details such as stucco-clad half columns and planters adorn the Jacobson House.

Do Not Paint Masonry Surfaces. The painting of unpainted masonry surfaces is not considered appropriate because it conceals the inherent color and texture and initiates a continuing cycle of paint maintenance. However, the repainting of previously painted masonry is encouraged over attempts to remove the paint films chemically or abrasively.

Repointing. In a proper repointing, the new mortar will match the visual and physical properties of the original mortar, including its strength. Mortar high in Portland cement content exceeds the strength of historic brickwork and will deteriorate it. The new mortar joint should match the original in width and profile. Moisture damage may also cause a stucco coating to separate from its masonry backing. To repair it, remove any loose or deteriorated stucco and patch the area with new stucco to match the original in composition, texture, color, and strength. Moisture penetration, with subsequent damage to a masonry wall, is often the result of open or deteriorated mortar joints. The wall can be repaired through skillful repointing of the joints with new mortar. Before repointing, any loose or deteriorated mortar must be removed with hand tools, taking care not to chip or damage the surrounding masonry.

Selective Replacement. If masonry units themselves are damaged or missing, replacement units should match the original as closely as possible in design, material, dimension, color, texture, and detail. Beyond the individual units, any bond pattern or detailing of the original feature should be duplicated. Given the selection of brick and stone units available today, replacement in kind is generally not an issue. Consequently, substitution of materials or masonry systems such as concrete units for brick or EIFS (Exterior Insulation and Finish System) for traditional stucco is not appropriate for use in historic structures..

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 and Details.*** *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.*

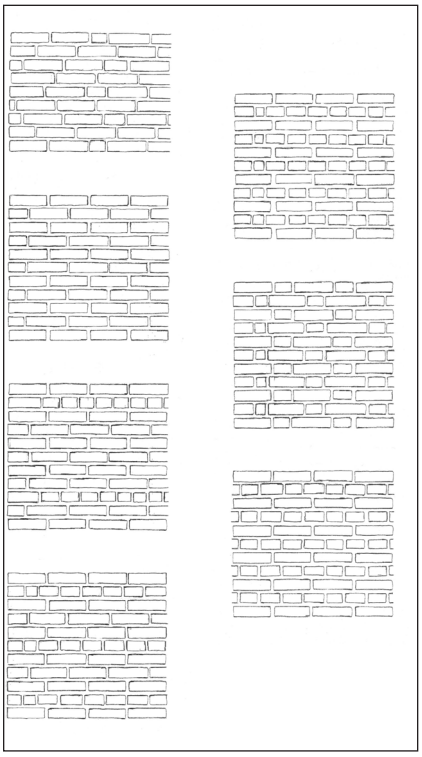
.4 ***Replace Surfaces Only As Necessary.*** *Replace large masonry surfaces in kind only as necessary, matching the original in design, detail, dimension, color, pattern, texture, and material. Consider substitute materials only if using the original material is not technically feasible.*

.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.*

COMMON MASONRY BOND PATTERNS



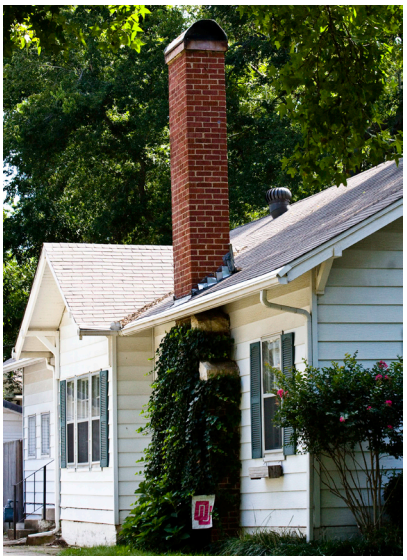
Bond pattern refers to the design formed by masonry units, usually bricks, and mortar joints on the face of a wall surface.

This Colonial Revival house is decorated by a brick arch and keystone over the front entry.

3.4 Roofs

Chimneys are most commonly located on a side elevation of a structure.

This chimney has multiple "shoulders" as well as decorative chimney pots.



A typical bungalow chimney with a chimney cap.

Roof form and pitch are among the major distinguishing characteristics of historic buildings. Roofs can be flat, pitched, hipped, curved, or arranged in various combinations of these forms.

Architectural styles are clearly distinguished by roof types, e.g Craftsman Bungalows usually have deeply overhanging eaves with a pitched roof. Tudor Revival structures often have steeply pitched roofs, almost like a capital "A". Roofing materials also contribute to the character of historic buildings. Depending on the age and the style of the building, the original roofing may have been any of a variety of materials, including wood or metal shingles, slate, clay tiles, and slate-like composite roofing materials. Asphalt and asbestos shingles became popular roofing materials in the 20th century both for new construction and for re-roofing of earlier buildings. Historic roofing materials were usually dark in color.

Architectural metals are often used for roofing and guttering applications including flashings, gutters, downspouts, finials, cornices, copings, crestings, and sometimes for the primary roofing material (i.e. a metal roof).

Things to Consider As You Plan

Maintain Original Roof Patterns. It is particularly important to retain and preserve historic roofs that create distinctive effects by shapes or color, because to alter or remove them would result in the loss of a significant architectural feature. If a roofing material must be replaced and is not readily available, a property owner should identify a substitute material that closely resembles the original. When a roofing material is clearly distinctive to a building's architectural style, retaining or replacing it in kind is important. For example, a Mission-style building that features a clay tile roof should not be reroofed with fiberglass shingles. This principle applies to shingle patterns as well. Changes in shingle patterns would compromise the building's architectural character.

Maintenance. Routine care and maintenance of a roof are critical. A leaky roof allows water damage to the structure and detail elements of a building. It is wise to keep a roof free of leaves and other debris and to inspect it regularly for leaks, loose or damaged shingles, slates, or tiles and repairing them immediately. Slate and clay tiles are extremely durable but brittle. They can last more than a century, but their fasteners, flashing, and sheathing may not. However, if they are carefully reset, they may last another lifetime.

It is not appropriate to cover shingles, tiles, or valleys with roofing tar in an attempt to stop roof leaks. Gutters, scuppers, and downspouts must be cleaned out often and kept in good repair if they are successfully to carry water off the roof.

Distinctive built-in gutters incorporated into the roof and concealed from view within a boxed cornice are important to retain. However, they must be kept properly functioning to avoid undetected damage to the structure.

The distinctive shape of half-round gutters is typical for exposed gutters and preserves cornice crown molding.

Because contemporary roof features such as skylights and solar collectors often compromise the character of a building and damage historic roof features and materials, they are generally discouraged. If they are proposed, it is important to ensure that they will not damage or diminish the historic character of the building or the district.

Suggestions for roof maintenance:

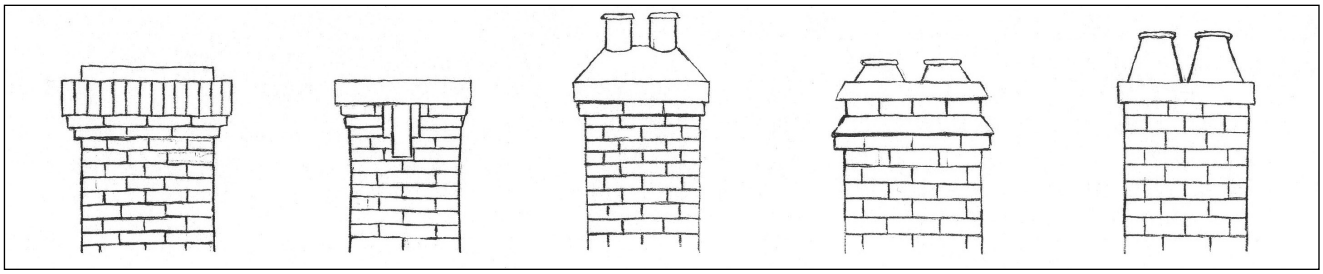
- Inspect regularly for signs of deterioration and moisture penetration.
- Clean gutters and downspouts to ensure proper drainage.
- Replace deteriorated flashing as necessary.
- Reapply appropriate protective coatings to metal roofs as necessary.
- Maintain adequate ventilation of roof sheathing to prevent moisture damage.
- Ensure that roofing materials are adequately anchored to resist wind and water.
- Re-fasten loose (or replace damaged) shingles, slates, or tiles.

This Mission Revival structure in the Miller District includes a front elevation chimney, a detail borrowed from Tudor Revival style.

Tudor Revival structures often have steeply pitched roofs and front elevation chimneys.

This Tudor Revival structure takes advantage of its corner location to show off a steeply pitched, cross-gabled roofs to full effect.

CHIMNEY TOPS



There are many chimney top forms found in Norman, historic districts; some are brick, some have clay pots, some have cast concrete tops.

3.4 Guidelines for Roofs

A symmetrical, hipped roof is common on Prairie style structures.

The rear of this Craftsman shows how many roof planes can be used in a single structure.

Multiple, low-slung roof planes are very characteristic of Craftsman structures.

One of the oldest houses in the Chautauqua District, this Dutch Colonial Revival structure with a gambrel roof was built around 1903.

.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.*** *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 Windows and Doors

Windows and doors are among the most character-defining features of historic buildings, therefore their preservation is one of the highest priorities in historic rehabilitations. The various arrangements of windows and doors — their proportion, shape, positioning, pattern, size and the decorative elements associated with them — are used to achieve specific architectural effects on buildings. This is true whether the structure is a grand mansion or a humble alley house. Because windows and doors so significantly affect the appearance of a historic structure, the treatment of an historic window and the design of a new one, are very important considerations.

This Colonial Revival structure has arched wood windows that echo the arched brick entryway.

Although many windows types are found in early Norman houses, the vast majority are wooden, double-hung windows. Depending on the style and the age of the house, each sash may be divided by muntins that hold individual panes of glass in place. On some bungalows, a dominant early building type in Norman, "one-over-one" window configurations are common, as is a pattern of four vertical panes over one single pane. Other common window configurations are "six-over-six" or "nine-over-nine," though many other configurations are seen. Doors with a variety of glazing configurations, as well as a combination of solid panels and glazing with sidelights or transoms are found throughout Norman's historic districts.

Window pairings on this Colonial Revival structure give rhythm to the overall house design.

The retention and repair of original wood doors is strongly encouraged. If replacement is necessary, the design of replacement doors must reflect the style and period of the building. Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Wood doors repaired and properly maintained will have greatly extended service lives while also contributing to the historic character of the house.

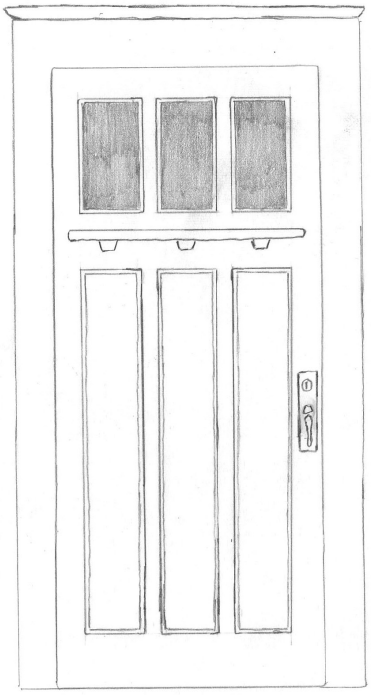
A mixture of hung and casement windows characterize this unusual Italian Renaissance structure in the Chautauqua District.

Things to Consider As You Plan

Improper or insensitive treatment of the windows and doors of a historic building can seriously detract from its architectural character. Original windows are nearly always constructed from higher quality lumber — in most cases, old growth timber — than any replacement window available today. Old growth lumber is stronger and has a higher insulating value than new wood. In most cases, repairing original windows and doors in an older building is more appropriate and cost-effective in the long-term than replacing them with new ones. Peeling paint, high air infiltration, sticking sash, or broken panes are all very repairable conditions and do not necessitate replacement.

Original window placement often maximizes passive solar as in this south-facing elevation with three pairs of windows.

Muntins Are Important. Windows in early Norman houses are often set into relatively deep openings or have surrounding casings and substantial sash components that cast shadows which help define the architectural style. Consequently, preserving original window glazing — including the preservation of original glass — is always desirable. If the details of a window or a door, such as casing or muntins are deteriorated and must be



A three-panel, three-light door with dentil molding is found in many Craftsman houses.

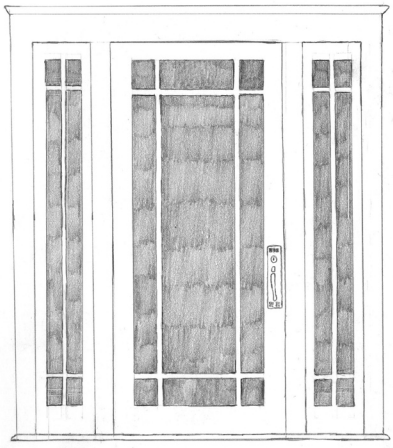
replaced, the original character of the building and the window or door should be a guide. Replacement of an entire window or door should be considered only if repair is not feasible. Replacement units should match the original in dimension, material, configuration, and detail. A compatible substitute material should be considered only if replacement in kind is not technically feasible.

Window Replacement Issues. 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 house's historic muntin pattern and profile as closely as possible.

Because replacement window units should fill the original opening, they may have to be custom-made; today's open-stock windows and doors may not match the dimensions of the existing opening. Fortunately, custom-made wooden window sash that match many original windows are available at some lumber yards. (See the Historic Preservation Officer for a list of suppliers.)

Changing existing window and door openings, closing existing openings, or adding new openings on an early Norman house should be very carefully considered and undertaken only for compelling reasons. Changes to original openings in a character-defining facade should never be considered. For less significant facades the pattern of proposed openings should be characteristic of and complementary to the historic building and the historic district context.

Storm Window Issues. The installation of storm windows and storm doors is permissible in historic districts. The use of interior storm windows is encouraged. Choose storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors with painted, stained, or baked-enamel finish color compatible with the color of the existing door are highly recommended.



This Craftsman door is flanked by sidelights which together with decorative muntins, add both light and visual interest to the doorway.

Wooden-framed screen or storm windows and doors painted to match or complement the colors of the existing sash and doors are appropriate choices for most early Norman buildings. Additional information on storm windows and doors is provided in Chapter 3.9, Utilities and Energy Retrofit.

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

Suggestions for maintaining historic windows and doors:

- Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods:
- Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
- Clean the surface using the gentlest means possible.
- Limit paint removal and reapply protective coatings as necessary.

- Reglaze sash as necessary to prevent moisture infiltration.
- Recaulk and weatherstrip windows and doors to reduce air infiltration and increase energy efficiency.
- Repair Historic Windows and Doors. Repair historic windows and doors and their distinctive features through recognized preservation methods for rebuilding, patching, consolidating, splicing, and reinforcing.
- Reopen Original Openings. If an original window or door opening has been blocked, consider reopening it and installing a historically compatible window or door.
- Preserve Original Screen Doors and Windows. If original screen doors and windows are removed to allow the installation of storm doors and windows, it is strongly encouraged that these be retained for possible future use.

A six-panel door with sidelights and a fan light with tracery typifies Colonial Revival style.

Different window pairings and with a variety of muntin patterns found in the Miller and Chautauqua Historic Districts.

Are Old Windows the Problem?

Infiltration of outside air--rather than heat lost through the glass-- is the principle culprit affecting energy; accounting for up to 50% of the total heat loss in a building. Sash pockets, pulleys, and meeting rail areas are also prone to air infiltration in double-hung units. The energy efficiency of restored windows incorporating retrofit components (weather stripping, and weather seals that combine pile, brush, bulb, or spring seals) can meet and even exceed the efficiency of replacement units. In addition to evaluating windows for energy efficiency, property owners should strongly consider adding insulation (R-value) to walls and ceilings. Storm windows can also be very helpful in reducing air infiltration. Source: "What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows" by Walter Sedovic and Jill H. Gotthelf, APT Bulletin: Journal of Preservation Technology/36:4, 2005

Pairs of windows are common decorative features of many early 20th Century houses.

Triple windows are also common especially on front and southern elevations.

Four-over-one vertical pane configurations are characteristic of bungalow architecture.

3.5 Guidelines for Windows and Doors:

.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 ***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 (window 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 windows, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.*

Save Those Old Windows!

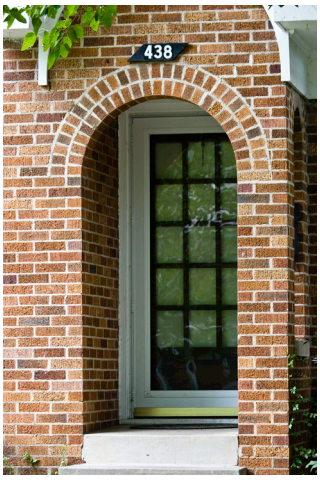
Few changes have a greater potential impact on a historic structure than replacing its doors and windows. In most cases, old windows are absolutely repairable! Common complaints such as broken panes and sash cords, rotten muntins, and windows that are painted shut do not mean the entire window unit must be replaced! Hold onto your historic windows if at all possible — they are what make your house unique. Contact the Historic Preservation Officer for more information 366-5322.

Don't Grow 'em like That Anymore!

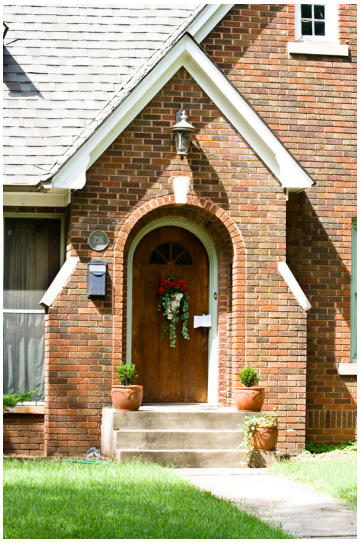
The wood used in most historic windows is a far better insulator than even the most expensive replacement windows made today. This is because most historic windows were constructed using old growth timber. At 25 growth rings or more per inch, the tight grain of this old growth wood is far superior in strength and insulation value to the 3-4 growth rings found in modern lumber.

3.6 Entrances, Porches and Balconies

This Craftsman structure has an unusual two-story, overhanging porch.



An arched, recessed entryway is characteristic of Tudor Revival structures.



This Tudor Revival doorway has a patterned, arched, brick entry under a gable roof. Note the matching arched top wooden door.

Entrances and front porches often distinguish the street facades of historic buildings and provide highly visible opportunities for stylistic embellishments. Sleeping porches, balconies, side porches, mudrooms, back porches, and rear entries offer additional outdoor access and living space. In Norman, most porches are constructed and detailed in wood and include a variety of functional yet decorative features such as columns, pilasters, rails, latticework, balustrades, soffits, steps, brackets, beaded board ceilings, and tongue-and-groove flooring.

Entrances themselves draw attention to a front doorway with such features as sidelights, transoms, pilasters, architraves, and pediments. One-story front porches that extend across the full facade supported on masonry piers are common on Norman's early residences. Some front porches wrap around side facades as well. The prominent, character-defining role of front entrances, porches, and balconies for most historic structures makes their preservation of primary importance.

Things to Consider As You Plan

Entrances, porches, and balconies often weather rapidly from constant exposure to the elements. They require regular inspection for signs of deterioration due to moisture damage, fungal or insect infestation, or structural settlement. Keeping gutters and downspouts maintained and ensuring that all flooring slopes away from the building for proper drainage will help protect entrances and porches from moisture damage. Routine maintenance of wooden features includes caulking joints to prevent water or air penetration and repainting as necessary to maintain a sound, protective paint film. The repair of traditional entrance and porch materials, such as wood, masonry, and architectural metals, is addressed in the pertinent guidelines.

Keep It Real. The removal or improper replacement of entrance or porch elements can compromise the architectural integrity of a historic building. Introducing architectural trim or stylistic details to an entrance or a porch in an attempt to create a false historical appearance significantly diminishes a structure's integrity. Original features, elements, and details should always be preserved unless they are damaged or deteriorated beyond repair.

Match Original Details. When entrance, porch, or balcony features and details are deteriorated and require replacement, it is important to match the original features and details in design, dimension, detail, texture, material, and color. Similarly, should an entire entrance or porch be deteriorated or damaged beyond repair, the property owner should match the original entrance or porch. The design of a new entrance, porch, or balcony for one that is lost should be an accurate reproduction of the original or a design that is compatible with the historic character of the building and its site. Compatibility of a new design should be reviewed in terms of proportion, height, roof shape, material, scale, texture, detail, and color.

The introduction of a new entrance, porch, or balcony on a secondary facade may be appropriate if it does not diminish the building's architectural character and the design is compatible with the building and the site. Occasionally, the enclosure of a side or rear porch may be considered to accommodate a change in use or a need for space. Given the prominence of the front facade, the enclosure of a front entrance, porch, or balcony is not considered appropriate. However, the sensitively designed enclosure of a side or rear porch may be appropriate if the building's architectural integrity is not compromised and the character of the porch is retained.

Suggestions for maintaining historic porches and entrances:

- Protect and maintain the original wood, masonry, and metal elements of entrances, porches, and balconies through appropriate surface treatments:
- Inspect regularly for signs of moisture damage, rust, structural damage or settlement, and fungal or insect infestation.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements or along foundations.
- Clean soiled surfaces using the gentlest means possible.
- Recaulk wooden joints properly to prevent moisture penetration and air infiltration.
- Retain protective surface coatings, such as paint or stain, to prevent damage from ultraviolet light or moisture.
- Reapply protective coatings, such as paint or stain, when they are damaged or deteriorated.

On this brick Prairie style structure, a partial front porch extends into a porte cochere, meaning literally "a carriage door."

This Prairie-style structure has a full-width front porch.

This Craftsman bungalow has a partial front porch with massive brick piers topped by short, elephantine columns.

This Colonial Revival structure has a wrap-around porch with turned balustrades.

3.6 Guidelines for Entrances, Porches and Balconies

Out On The Porch

Porches have high visual importance in historic structures. Most porches in Norman's historic districts are constructed and detailed in wood. They include a variety of functional yet decorative features such as columns, pilasters, rails, latticework, balustrades, soffits, steps, brackets, beaded board ceilings, and tongue-and-groove flooring.

A side porch is a less prominent feature but still contributes to overall building design.

This Italian Renaissance structure has a partial porch with massive masonry columns.

.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

A Certificate of Appropriateness (COA) is *not* required for painting properties in Norman historic districts. However, color is an important element of neighborhood appearance. During the first quarter of the century, when the Chautauqua and Miller neighborhoods were being constructed, many bungalows and Colonial Revival style residences were painted white. Popular colors for other styles included muted earth tones or grays, with black sometimes used as a trim color.

515 Chautauqua

A well-executed exterior color scheme can dramatically alter the appearance of a building. Likewise, the application of garish colors on a building can overpower its architectural character and compromise its integrity. Although an exterior paint job is not an irreversible change to a building, it is a highly visible and relatively expensive one, so a careful study of the style of the building, the surrounding streetscape, and the region's climatic conditions makes sense.

630 Miller Avenue

Things to Consider As You Plan

The following suggestions should provide guidance in painting historic structures:

- Consider Building Style. When selecting paint colors for historic properties, consider the style of the residence. Note mortar color in any masonry such as foundations or porch piers and select a color scheme that is compatible with the mortar color.
- Avoid Painting Unpainted Masonry. Unpainted brick and masonry should not be painted. If masonry is already painted, keep paint in good repair to protect masonry underneath.
- Match New Masonry With Existing. If new brick or stone is used on an addition or for repair, it should be identical or similar in color, style, shape, and texture to the original material.
- Match Mortar Color. When mortar is applied to new additions or used for repair or repointing, match the old mortar in color, composition, and texture.

549 S. Lahoma

Maintain Your Investment. Routine cleaning of painted surfaces is an important maintenance step. Often, washing of a previously painted exterior with a garden hose will reveal that the paint film is intact under the surface dirt or mildew. However, power washing can damage intact paint layers and force water into the wall itself.

The success and longevity of any paint job depends primarily on the quality of the surface preparation and the paint. Proper preparation includes removing all loose or peeling paint down to the first sound paint layer. Stripping intact layers of paint is unnecessary and undesirable from both a historical and a practical standpoint. Often, only handscraping and handsanding are necessary for removing loose paint.

545 S. Lahoma

Avoid Destructive Methods. Destructive paint-removal methods such as sandblasting, waterblasting, or using propane or butane torches, can be very destructive to historic buildings because they irreversibly damage

509 S. Lahoma Avenue

421 S. Lahoma Avenue

310 E. Keith Street

430 S. Lahoma Avenue

historic woodwork, soft metals, and masonry, and they are potential fire hazards. However, if paint is severely deteriorated and gentler methods are not successful, thermal devices such as electric hot-air guns may be used with care on decorative wooden features, and electric heat plates may be used with care on flat wooden surfaces. Similarly, chemical paint strippers may be used to augment gentler methods, but the surface must then be neutralized to allow the new paint film to bond.

Beware of Mildew. Mildew can ruin a new paint job. Eradicate it before repainting by using either a commercial preparation containing 5 percent calcium hypochlorite or a homemade solution consisting of 3 quarts of warm water, 1 quart of chlorine bleach, 2/3 cup of borax, and 1/2 cup of household detergent. Either solution should be applied with care using a soft scrub brush, and thoroughly rinsed off. Keep the solution off your skin.

Once wooden surfaces have been cleaned, scraped, and sanded, any exposed surfaces should be primed with a high-quality exterior primer, and all open joints should be recaulked (not including the horizontal lap seam of clapboard siding) before repainting with a compatible paint. Although the color is more uniform and less translucent than the early, less homogeneous oil paints, today's high-quality latex and acrylic semi-gloss paints provide a very similar appearance. Preparation techniques for painting stucco and previously painted brick or stone is similar to that for painting wooden surfaces.

3.8 Recommendations for Mechanical, Electrical, and Communication Equipment

Energy conservation, replacement or upgrading of inadequate utility service and the introduction or upgrading of mechanical systems are typical concerns of property owners today. In historic districts, it is important to ensure that these very real concerns are addressed in ways that do not damage or diminish the historic character of the building, site, or district.

Satellite Dishes. Satellite dishes, if anchored to the ground by means of a pole, base, or slab are considered structures and may require a Certificate of Appropriateness. For conditions eligible for an Administrative Bypass see Chapter 1.32.

New Mechanical or Communication Systems. Systems that include outside units or equipment such as condensers, ventilators, solar collectors, satellite dishes, and large antennas, should be located and installed so that they do not damage or diminish the historic character of the building, site, or district. An inconspicuously located outdoor unit can often be further screened by plantings or fences.

Utility Lines. Although utility lines and poles have long been present in the districts, attention should also be given to consolidating old and new utility and communication lines where possible to avoid overpowering the landscape with additional overhead wires. If a new or upgraded power supply will necessitate an additional pole and overhead wires, the use of underground cables may be preferable to prevent visual intrusion.

3.9 Recommendations for Utilities and Energy Retrofit

Preservation Is an Act of Sustainability

In an article entitled "What Replacement Windows Can't Replace," authors Walter Sedovic and Jill H. Gotthelf assert that "historic windows possess aesthetic and material attributes that simply cannot be replaced by modern replacement windows. Like preserving whole buildings, restoring historic windows is a solid step forward into the realm of sustainability." The authors add that "windows are a critical element of sustainability, but sustainability is not just about energy. It is about making environmentally responsible choices regarding historic windows that take into account a spectrum of associated costs and effects." *APT Bulletin: Journal of Preservation Technology* / 36:4, 2005.

Energy conservation, replacement or upgrading of inadequate utility service, and the upgrading of mechanical systems are ever-growing concerns to owners of historic properties. In historic districts, it is important to ensure that these real concerns are addressed in ways that do not damage or diminish the historic character of the building, the site, or the district.

In Norman Historic Districts, many energy-conserving site and building features illustrate the sensitivity of an earlier era to issues of climate and energy efficiency. Thoughtfully located shade trees buffer residences and sidewalks from the hot summer sun. Projecting porches provide shaded outdoor space and lessen the impact of harsh sunlight on the building's interior. Double-hung windows allow occupants to control the introduction of sunlight and breezes into the building. An understanding of how such historic features enhance modern day energy efficiency is critical to maximizing the energy efficiency of historic buildings.

Things to Consider As You Plan

In considering energy retrofit options, property owners should be sure that the inherent energy-conserving features of the building are being used and maintained. Consider replacing lost shade trees and introducing new, strategically located shade trees. Besides trees, typical retrofit measures include installation of storm windows, storm doors, additional weatherstripping, insulation, and installation of more energy-efficient mechanical systems. All retrofit measures must be evaluated for their impact on the historic character of the building and the district.

Storm Windows. Following necessary repair of windows to ensure their weathertightness, storm windows can provide additional efficiency. Relatively unobtrusive, narrow-profile, 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 fairly common in historic districts.

To retain window operability, the property owners should select storm units that align with the meeting rails of the window. Before bare aluminum storm sash is painted, it should always be primed with a zinc chromate primer to ensure that the finish paint will bond. If a property owner chooses interior storm windows, they should be tension-mounted with airtight gaskets. On both exterior and interior storm windows, the ventilating holes must be kept open to prevent condensation from damaging the window or the sill. For more information on selecting new screen and storm doors see Chapter 3.5 Windows and Doors.

The installation of storm windows does not require a Certificate of Appropriateness though approval by Administrative Bypass is necessary. Interior storm windows are encouraged. If metal storm windows are installed, avoid unfinished or clear anodized aluminum finishes. Exterior

storm windows should be painted to blend with surrounding elements (typically the window frame and sashes) and match existing trim color and window styles.

Window Awnings. Historically, fabric window awnings were effective conservation features that also allowed the introduction of color. Awnings may serve as an energy saver by regulating the amount of sunlight entering the structure. Contemporary aluminum awnings are not consistent with the character of Norman Historic Districts, but fabric awnings that are compatible in scale form, and color may be appropriate. Awning design should be appropriate to the architectural style of the structure; however a Certificate of Appropriateness is not required for the installation of awnings within the historic district.

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.

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

3.10 Accessibility, Health, and Safety Considerations

Ramps Can Be Expedited
Sometimes accessibility ramps must be built quickly. With basic construction details, wooden ramps can be approved by Administrative Bypass. If at all possible, ramps should be constructed in the rear or on the side of a historic structure. Accessibility aids requiring a more permanent foundation must first obtain a Certificate of Appropriateness. Contact the Historic Preservation Officer for more info 366-5322.

A need for public access to, a change in use of, or a substantial rehabilitation of a historic building may necessitate compliance with current standards for life safety and accessibility. Both the *2003 International Building Code* (adopted by Norman) and the Federal *Americans with Disabilities Act of 1990* include some flexibility in compliance when a historic building is involved.

The *Americans with Disabilities Act of 1990* does not apply to private residences. Most ramps installed at private residences are generally not meant to be permanent structures. Most are constructed from wood and are meant to provide easier access for persons with disability for a finite period of time.

Things to Consider As You Plan
When accessibility needs prompt a change to a historic structure, the property owner still needs to carefully consider how these changes can best be incorporated without compromising the integrity of the historic building, its character-defining features, or its site.

Ramp Plans Are Available
The City can provide ramp plans from Norman Health Systems as well as a list of carpenters who can build ramps. Contact the Historic Preservation Officer at 366-5322 a for more information about accessibility ramps. Or contact the Case Management Director at Norman Regional Hospital at 307-4330.

Safety and Accessibility Aids. Because of the characteristic raised foundation of many early Norman buildings, accessibility needs often require the introduction of a ramp or a lift to the first-floor level or the introduction of railings, handrails, or other safety features.

Installing accessibility aides in ways that are sensitive to the historic character of the building sometimes requires creative design solutions. Whether the modifications are large or small, with respect to the long-term preservation of the historic building, temporary or reversible alternatives are preferable to permanent or irreversible ones. Consult the Historic Preservation Officer for guidance on how both needs can be served.

Also see Chapter 3.6 Entrances and Porches for more information on the addition of handrails.

Home Security Devices. Some property owners desire to install security bars (sometimes referred to as “burglar bars”) on doors and windows. Security bars should be designed to complement the style and design characteristics of the structure. A Certificate of Appropriateness is required for the installation of burglar bars within historic districts.

3.10 Guidelines for Accessibility, Health, and Safety Considerations

.1 ***Security Bars Require Approval.*** *A Certificate of Appropriateness is required for the installation of burglar bars within historic districts. Security bars should 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.*

Ramps are essential for universal access. They can be installed sensitively as this one at the Mary Abbott House, 231 E. Symmes.

This ramp is successful because it incorporates design elements from the house and is well screened with landscaping.

More Bang for the Buck

Modern security devices such as motion detection systems tend to be more effective in deterring crime, more reliable and less expensive than the burglar bars. Motion detection systems are also far less visually obtrusive in historic structures.

Chapter 4

Additions & New Construction

4.1 Decks

Because of their visibility, decks on corner properties should be designed sensitively to least detract from the original structure.

The outdoor deck is a temporary, exterior feature frequently introduced into residential historic districts. To maintain a building's historic character, deck additions are generally located unobtrusively on the rear elevation. Decks are usually built on posts to align at or below the first-floor level of a residence.

Things to Consider As You Plan

A deck should be compatible with but differentiated from the building. A deck should be constructed to be structurally independent so that it could be removed in the future without damage to the building. A deck should never be so large that it overpowers the building or the site. Insetting a deck at least six inches from a building corner is required to help diminish its impact and differentiate it from the existing building.

Alternative building materials are possible when decks are installed in an inconspicuous location such as the rear yard of an interior lot.

Deck Locations. In locating a deck, property owners should always consider the proposed location's impact on the historic structure, the site, and the district. Locations that are visible from the street, with corner properties as an exception, or locations that would damage or diminish significant architectural elements or significant site features such as mature trees are generally undesirable.

Protective Treatments. Because decks are exposed to the elements, decay-resistant woods or pressure-treated lumber should be used. Staining or painting are strongly recommended to protect decks from water and sunlight and to make them more compatible with the colors of the historic structure. Some pressure-treated lumber may require six to twelve months of weathering before primer and paint will bond well to it. Opaque stains are a good option for exposed decks since they do not peel; stains are not an applied film like paint, but rather are a protective treatment that is absorbed into the wood surface. Use appropriate nails and fasteners in deck construction to avoid rust stains or chemical reactions. Some decks may require railings to comply with local building codes. City staff can assist with compliance.

Covered decks are essentially house additions and will be reviewed for their overall impact on the original structure.

Screening. To relate a deck visually to a historic building, the structural framing should be screened with traditional materials such as skirtboards, lattice, or dense evergreen plantings. Because a deck is a contemporary feature, detailing it to duplicate the architectural detailing of the historic building is usually discouraged. Deck elements that reflect the materials and the proportions of the building and the district are most appropriate.

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.*

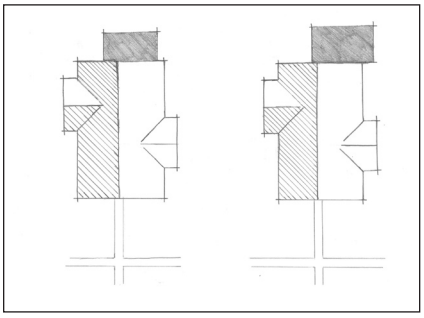
Some Decks Don't Require COAs

Deck construction may be approved by Administrative Bypass if the proposed deck meets the following criteria:

- Deck is less than 300 square feet in total area
- Deck Is not visible from the street
- Deck makes no permanent changes to the historic structure
- Deck meets the City's coverage restrictions.

See Chapter 1.32 for more info on Administrative Bypass, and Chapter 2.1, Guidelines for Historic Settings and Landscape.

Decks that do not meet all of these criteria must be reviewed by the Historic District Commission.



Additions made to the rear of historic structures generally have the least impact on the overall appearance of the house.

4.2 Additions to Historic Buildings

Additions shall be defined as construction which 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.

Over the life of a house, its form may evolve as additional space is needed or new family needs are accommodated. Many houses in Norman's historic districts reflect their history through the series of alterations and additions that they exhibit. Such changes become significant to the history of the building and the district.

Additions within the historic districts are appropriate as long as they do not destroy historic features, materials, and spatial relationships that are significant to the original building and site. Further, new additions should be differentiated from the original structure and constructed so that they could conceivably be removed in the future without damage to the original structure.

When undertaking historic rehabilitation of houses that include non-contributing additions, owners should consider making the addition more compatible with the historic portion of the house. While modern additions should always remain distinct — in other words, complement, don't copy — owners should consider redesigning additions to complement the historic character of the building rather than detract from it.

Things to Consider As You Plan

Additions should never compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through their location, size, height, or scale. Negative impacts of an addition to the original building can be significantly diminished by locating the addition on the least character-defining elevation — typically the rear — and by keeping it smaller than the original structure. Additions should never overpower the original building through height, width, or depth. The overall size, scale, form, design, relationship of openings, and selection of materials, details, colors, and features of proposed new additions will be reviewed in view of compatibility with the original building.

Although designed to be compatible with the original building, an addition should be discernible from it. For example, it can be differentiated from the original building through a break in roofline, cornice height, wall plane, materials, siding profile, or window type.

The impact of an addition on the building site must be considered as well. The addition should be designed and located so that significant site features, including mature trees, are not lost.

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 that 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.*

A sensitive addition to this Tudor Revival structure maximized living space but remained true to the house's original design.

Going Up?

Depending on design, site orientation, and visibility, creating a second floor in a historic structure can provide much-needed living space that enables long-term habitation. While second story modifications must be fully evaluated by the Historic District Commission for their overall impact on the primary structure and neighboring structures, the addition of a second story that does not change the footprint of the original structure is not considered an addition *per se*. It is considered a modification and as such may, in some cases, be allowed to violate height restrictions (See Section 4.2.3). Applications for such modifications will be reviewed on a case-by-case basis.

Additions that provide needed living space can usually be added unobtrusively to the rear of historic structures.

4.3 New Primary Structures

This new house at 619 S. Lahoma takes its design cues from Tudor Revival style though is clearly a product of its own time.

This new bungalow at 708 Classen Boulevard complements neighboring structures in materials, form, size and scale.

This new two-car garage is located in the rear and oriented inwards to minimize its visual impact on the primary structure.

Infill construction is defined as the erection of a new structure on a vacant lot or the relocation of an existing structure to a vacant lot from another location. Infill construction within a historic district can enhance the existing district character if the proposed design and its siting reflect an understanding of, and a compatibility with, the distinctive character of the district setting and buildings. In fact, the introduction of a compatible contemporary building can add depth and interest to the district.

Things to Consider As You Plan

Review Overall Compatibility. The compatibility of new site development with the district setting depends on its compatibility with characteristic district features as well as the retention of the specific site's topography and character-defining site features. The descriptions and guidelines included in Chapter 2, Site and Setting, should be useful in determining the compatibility of proposed site development within a historic district.

The guidelines for various site features, including driveways, fences, lighting, garages, and plantings, apply to both existing site features and proposed development. Because buildings within the historic districts generally display a clear consistency in setback, orientation, spacing, and distance between adjacent buildings, the compatibility of proposed new construction siting should be reviewed in those terms as well.

Let Overall District Character Guide You. The success of new construction within a historic district does not depend on direct duplication of existing building forms, features, materials, and details. Rather, it relies on understanding the distinctive architectural character of the district. Infill buildings must be compatible with that character. Contemporary design generated from such understanding can enrich the architectural continuity of a historic district.

Look Around for Clues. In considering the overall compatibility of a proposed structure, its size, scale, height, form, massing, proportion, and roof shape should first be reviewed. A careful analysis of structures surrounding the building site is essential in determining how consistent and significant each of these criteria is. The overall massing and proportion of the building's front elevation is vital to consider because the front facade will have the most impact on the streetscape. For example, if the street facades of neighboring buildings are vertical in proportion, i.e., taller than they are wide, then maintaining the vertical orientation of the building facade will result in a more compatible design.

A similar study of materials, building features, and details typical of existing buildings along the streetscape, block, or square will provide a vocabulary to draw on in designing a compatible building. Beyond the obvious study of prominent building elements such as porches and storefronts, particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and the windows themselves.

Doors and Windows are the Eyes of a House. The appropriate choice of doors and windows is a very important aspect of the architectural character of a house, and is important to ensuring a comfortable blend of old and new structures in an historic neighborhood. Doors and windows give the first impression of a structure.

The proportion, shape, location, pattern, size, and material composition of doors and windows contribute significantly to the character of a building and are particularly important in helping identify the style and period of the building. Most early Norman homes were built with true divided light, wood windows, though metal windows were original to a few structures. Therefore the use of a real wood window is an important detail to consider in making an infill project compatible with its neighbors.

Choose Compatible Materials. Compatibility at the building skin level is also critical. The selection of appropriate exterior materials and finishes depends on the compatibility of proposed materials and finishes in composition, scale, module, pattern, texture, color, and sheen. Chapter 3, Changes to the Building Exterior, also provides pertinent information on traditional materials, features, and details found in the historic districts.

Relocating an Old Building to a New Site in a Historic District. Moving historic structures is usually undertaken to save them from demolition. Often a significant building that is threatened with demolition or surrounded by an incompatible environment without realistic prospects for adaptive reuse can be relocated into a compatible environment. Relocation can result in multiple benefits: saving the building, enhancing the new environment, and increasing the real estate value of the building.

Because moving structures is complicated, time-consuming, and expensive, it should not be undertaken until every aspect of the project has been evaluated. Both property owners and the Historic District Commission must fully consider the architectural and environmental aspects of the situation before addressing the practical problems of moving a structure.

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.*

What Makes a New House Compatible?

Teardowns are always discouraged in historic districts but new structures are sometimes necessary to replace ones destroyed by fire or natural disaster. Sometimes, the time is simply right to develop a long-vacant lot.

By using compatible design, new houses can be wonderful additions to historic districts. New houses do not have to match the structures around them. On the contrary, they should be products of their own time that take some design clues from the neighbors. When designing a new house in a historic district, look at these elements from the surrounding neighborhood:

Mass and Scale: How big and tall are the surrounding structures? Will the proposed structure loom over the neighbors? What will neighbors see when they look out their window?

Design Elements: Is there a predominant roof line, massing, or architectural style on the block or in the neighborhood?

Materials: What are the main building materials used on that block?

Windows and Doors: These opening are the "eyes" of a house. Is there a prominent window size, style, and pattern on the block?

Chapter 5

Relocation & Demolition

5.1 Relocation of Structures

Relocation is defined as the movement of a primary or accessory structure on its original site or the movement of a structure from one site to another. Repositioning a building on its original site can provide benefits such as improved site access but it can also result in a loss of integrity of setting and environment, thus compromising the significance of the historic structure itself. Therefore, the decision to relocate a structure must be weighed carefully. A Certificate of Appropriateness is required before relocating any historic structure.

Things to Consider As You Plan

Because moving structures is complicated, time-consuming, and expensive, it should not be undertaken until every aspect of the project has been considered and evaluated. Both property owners and the Historic District Commission must give full consideration to the architectural and environmental aspects of the situation before addressing the practical problems of moving a structure.

The following questions are useful for evaluating the architectural and environmental context for such a decision:

- Is the structure threatened with demolition?
- Is relocation the only alternative to demolition?
- Is the structure significant enough architecturally or historically to warrant moving it?
- Is the building structurally sound enough to survive a move and be adapted to its new site?
- If the structure is currently sited in a historic district, what is proposed for the site once the structure is removed?
- Will the move adversely affect the overall character of the historic district or of remaining historic structures?
- Will the move damage significant district site features, such as a tree canopy, either en route or on the site?
- If the proposed site for a relocated structure is in a historic district, does the structure fit into the era of the district; is its style, architectural quality, size, and scale compatible with the district?
- If the proposed site for a relocated structure is not in a historic district, what covenants, if any, will be established to preserve the distinctive character of the relocated structure?
- Is there an appropriate and practical new use for the structure on its new site?

The Historic District Commission must issue a Certificate of Appropriateness for the move before any other necessary permits can be obtained. City staff and the Commission will make every effort to assist the property owner through the process.

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 Demolition of Structures

Demolition of significant structures, sites, objects, or mature trees within Norman's historic districts is strongly discouraged. Given the irreversible nature of demolition, full deliberation of all alternatives before action is essential. The criteria the Historic District Commission will use for the review of demolition is included in Section 7 (a), 7(b) and 7(c) of the Historic District section of the *City of Norman Zoning Ordinance.*

The Historic District Commission may postpone a decision on demolition for up to 90 days in order to allow adequate time for the commission and property owners to explore every alternative to the destruction of the historic resource. After 90 days, the commission may recommend that the City Council enact additional postponement.

If the Historic District Commission recommends additional postponement to the City Council, the City Council shall hold a public hearing to consider additional postponement of the demolition. After this hearing, the Council may postpone demolition for an additional 60 days from the date of such order. At the conclusion of this final postponement period, the City Council shall hold another public hearing and may approve or disapprove the demolition. In the event demolition is not approved, no demolition shall occur. For purposes of the Historic District Ordinance, the word "demolition" shall include "removal."

Because the commission and the City Council take the loss of resources in the historic districts very seriously, use of the delay time is extremely important in reviewing all possibilities for saving a threatened structure.

A property owner's failure to maintain a historic property can result in its eventual demolition due to the loss of structural integrity. Such irresponsible treatment of historic structures conflicts directly with the goals of the City in establishing the historic districts.

Things to Consider As You Plan

In considering a request for a Certificate of Appropriateness to demolish a structure within a historic district, the commission will weigh the impact of the proposed demolition on the overall character of the historic district as well as adjacent historic buildings. In addition, the commission will consider whether any specific use for the site has been proposed to mediate the loss of the historic structure.

Documentation. A site plan illustrating any proposed development or introduction of plantings following demolition should be developed and submitted to the commission at the time the request for a Certificate of Appropriateness is made. Before authorized demolition of a property, the owner is responsible for recording a significant structure through documentation such as photographs and measured drawings as specified and approved by the Historic District Commission. The documents shall be kept in the commission's files.

In Norman, demolition shall be defined as the removal of any historic structure from its original site. This includes moving a building from one

site to another. If demolition of a historic structure occurs without a Certificate of Appropriateness (COA), property owners will be required to obtain a COA for demolition retroactively before a COA for new construction or any City of Norman building permits will be issued.

5.2 Guidelines for Demolition of Structures

.1 ***A Certificate of Appropriateness (COA) is Required for Demolition and Infill Construction.*** *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.*

Chapter 6

Appendices

6.1 Technical Resources

Local Resources

City of Norman
Planning and Community Development
201 A West Gray Street
Norman, OK 73069
www.normanok.gov/planning/revitalization/Historic_District.htm

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
http://www.okhistory.org/shpo/shpom.htm

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

Oklahoma Archaeological Survey
111 E. Chesapeake
Norman, OK 73019
http://www.ou.edu/cas/archsur/

For information on archaeological sites, resource protection, and volunteer opportunities, contact the Survey at (405) 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 of Communications (202) 208-6843
Cultural Resource Stewardship and Partnerships (202) 208-7625
Heritage Preservation Services http://www2.cr.nps.gov

Intermountain Regional Office of the National Park Service
12795 Alameda Parkway
Denver, CO 80225
(303) 969-2500

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

6.2 Preservation Glossary and Definitions

This Preservation Glossary includes vocabulary often used in preservation activities, technology, and regulation. Words indicated by an asterisk have been formally adopted in the Historic Preservation section (429.3-HD) of the *Norman Zoning Ordinance.*

***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.

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.

***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.

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 rooflike 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, bandmold, 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 facade.

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.

***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.

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.

***Commission** — the Historic District Commission of the City of Norman, Oklahoma.

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

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.

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

Contributing resource — a historic building or site that retains the essential architectural integrity of its original design or condition.

Coping — the cap or the top course of a masonry wall.

Corner block — a block placed at a corner of the casing around a wooden door or window frame, usually treated ornamentally.

Corner 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 their 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 site.

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 close 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.

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.

Fanlight — an arched overdoor 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, streetlight, 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 — 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.

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 wythes 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 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 Preservation Officer** — the chief staff person responsible for historic preservation in the City of Norman's Planning and Community Development Department.

***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 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.

***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 on a vacant lot 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)

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.

***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).

Molding — a decorative band having a constant profile or having a pattern 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 of hard Portland cement became a standard building material, softer lime-clay 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.

National Register of Historic Places — the list of national 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 definition for 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.

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.

***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, color, texture or visual appearance to the exterior of an historic structure. Ordinary maintenance and repair shall include painting and reroofing.

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 cochére — 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** — 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** shall mean 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** shall mean the sustained use and appearance of a resource essentially in its existing state.
- **Protection** shall mean the security of a resource as it exists through the establishment of the mechanisms of this section.
- **Reconstruction** shall mean 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** shall mean 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.
- **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.

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 act 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.

Relocation — the movement or repositioning of a primary or accessory structure on its original site or from one site to another.

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.

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.

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.

***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.

- **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.

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*.

***State Historic Preservation Office (SHPO)** — the office within the State of Oklahoma that has been designated by the Governor to administer the Historic Preservation Program in the State.

***State Register of Historic Places** — the State of Oklahoma list of districts, sites, buildings, structures and objects significant in state history, architecture, archeology, engineering and culture, maintained by the State Historic Preservation Officer, under the authority of 53 O.S., 1984 Supplement, Sections 351-355.

***Street accessories** — those sidewalk or street fixtures which include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping.

***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.

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

***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-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 that they can be tightly joined with a flush surface alignment.

Transom, or overdoor light — a glazed panel above a door or a storefront, 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.

Waterblasting — 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. Waterblasting is also known as power washing.