City of Norman, OK
HISTORIC DISTRICT COMMISSION
MEETING AGENDA
March 1, 2021
5:30 p.m.
Zoom Meeting
201 W. Gray – Municipal Building, Council Chambers

Virtual meeting with Commission Members: Mitch Baroff, Joan Koos, Brent Swift, Emily Wilkins, Barrett Williamson, Taber Halford, Michael Zorba, Aaron Brooks, and Shavonne Evans appearing via video conference.

Zoom Link:
https://zoom.us/j/96337164716?pwd=RStkTEJ2NWliekdlc01iUnpud2wwdz09
Meeting ID: 963 3716 4716
Passcode: 061006

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

1. **Roll Call.**

2. **Approval of the Minutes from the November 2, 2020 Regular Meeting.**
   Action Needed: Approve or amend the Minutes.

3. **Election of Chair and Vice Chair.**
   Nominations from the Commission for Chair and Vice Chair
   Discussion
   Action Needed: Motion to elect Chair and Vice Chair.

4. **HD (21-01) Consideration of a Certificate of Appropriateness request for the installation of a 10' X 20' studio and concrete patio for the property located at 808 Classen Boulevard.**
   Motion to approve the request as submitted
   Public Hearing:
   - Staff Presentation
   - Applicant Presentation
   - Public Comments
   - Close Public Hearing

Commission Discussion

Action Needed: Motion to approve or reject the COA request as submitted.

5. **HD (21-02) Consideration of a Certificate of Appropriateness request for the installation of a garage and associated driveway, removal of two windows openings, replacement of all windows in the structure, installation of 8' side and rear yard fence with an associated driveway gate, replacement of soffit, installation of handrails and guardrails on front porch, replacement of rear porch, and replacement of front and rear doors for property located at 1320 Classen Boulevard.**

   Motion to approve the request as submitted

   Public Hearing:

   Staff Presentation
   Applicant Presentation
   Public Comments
   Close Public Hearing
   Commission Discussion

   Action Needed: Motion to approve or reject the COA request as submitted.

6. **HD (20-18) Consideration of a Certificate of Appropriateness request for the re-installation of wood shutters for the property located at 620 Miller Avenue.**

   Motion to approve the request as submitted

   Public Hearing:

   Staff Presentation
   Applicant Presentation
   Public Comments
   Close Public Hearing
   Commission Discussion

   Action Needed: Motion to approve or reject the COA request as submitted.

7. **Staff report on active Certificates of Appropriateness and Administrative Bypass issued since November 2, 2020 and consideration of six-month extension requests for expiring COAs.**

   Action Needed: Motion to approve or reject the requests to grant six-month extensions.

8. **Discussion of progress report regarding the FY 2020-2021 CLG Projects.**

   Action Needed: No action needed – for information purposes only.

9. **Discussion and recommendation of application for funds for the FY 2021-2022 CLG Program with the Oklahoma State Historic Preservation Office.**

   Action Needed: Motion to recommend the application for funds for FY 2021-2022 CLG Program.

10. **Discussion regarding the update of the Historic District Guidelines.**

Action Needed: No action needed – for information purposes only.

11. Miscellaneous comments of the Historic District Commission and city staff.

12. Adjournment.

HISTORIC DISTRICT COMMISSION
MINUTES OF
August 3, 2020

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on November 2, 2020, at 5:30 p.m virtually via Zoom. Notice and Agenda of the meeting were posted at 201 West Gray Building-A, the Norman Municipal Building and at www.Normanok.gov twenty-four hours prior to the beginning of the meeting.

Commissioner Russell Kaplan called the meeting to order at 5:36 p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT:	Mitch Baroff Tabor Halford Russell Kaplan Joan Koos Brent Swift Emily Wilkins Barrett Williamson Michael Zorba
MEMBERS ABSENT:	Greg Heiser

A quorum was present.

STAFF MEMBERS PRESENT:	Anaïs Starr, Planner II Tara Reynolds, Admin Tech III Jeanne Snider, Assistant City Attorney
GUESTS:	Susan Miller

*

Item No. 2, being: Approval of the Minutes from the August 3, 2020 Regular Meeting, September 16, 2020 Special Meeting, and October 5, 2020 Special Meeting.

Motion by Joan Koos for approval of the minutes from the August 3, 2020 Regular Meeting, September 16, 2020 Special Meeting, and October 5, 2020 Special Meeting; **Second** by Barrett Williamson.
The motion was passed unanimously.

*

Item No. 3, being: HD (20-17) Consideration of a Certificate of Appropriateness request for the restoration of a garage in an accessory building and the installation of concrete entryway for the garage for property located at 446 College Avenue.

Motion by Mitch Baroff to approve item #3; **Second** by Emily Wilkins.

Commissioner Barrett Williamson recused himself from this item.

Anais Starr presented the staff report.

The applicant's representative, Barrett Williamson, discussed the reasons for the project:

- The applicant would like to convert the first floor of the accessory building into a garage. The building was originally a garage, as shown on the 1944 Sanborn map.

No public comments were made.

Commission comments and discussion consisted of:

- The Commissioners agreed they liked the design of the first option submitted which is two separate 8 foot wide garage doors on the front.
- The Commissioners liked that wood lap siding would be added on the first floor to match the original second floor siding.
- The garage door would be in a historical carriage style design, and consist of steel with wood trim.
- The project and design seems appropriate, and an improvement to the structure.

Motion to amend the motion to include option 1 as the approved garage door configuration by Mitch Baroff; **Second** by Joan Koos. All approve.

The amended motion was approved unanimously.

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued.

*

Item No. 4, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since August 3, 2020 and consideration of six-month extension requests for expiring COAs.

- 904 Miller – applicant not responding and no action taken.
- 510 Shawnee - Work not started.
- 720 W Boyd – Due to pandemic delays, they are currently submitting a building permit.
- 620 Tulsa St – Did not get update.
- 713 Cruce St – Fence installed.
- 626 S Lahoma – Work complete.
- 619 W Boyd – Received permit, work not started.

6 month extension requests – None.

Administrative bypass:

- 542 Chautauqua Ave- Rear Deck
- 412 Chautauqua Ave- Widening of driveway to 10'
- 605 Okmulgee Ave – Relocating a side yard fence

*

Item No. 5, being: Discussion of progress report regarding the FY 2019-2020 CLG Projects.
16,767 CLG Allocation
$150 – NAPC Dues, Renewal **Renewed**
$1,500 – APA Conference, September 2019
$14,517 – Consultant Update Historic District Guidelines City Matching $35,000
Kick-off Meeting Guideline Update with Consultant December 2019
Consultant continues the revision of Guidelines, delayed by Coronavirus Pandemic.
Contract amended to extend through September.
Final Draft Submitted, Consultant to do final edits and deliver digital version.

*

Item No. 6, being: Discussion regarding the update of the Historic District Guidelines.

- There will be a series of study sessions to review and edit the guidelines, and then several public hearings.

*

Item No. 7, being: Discussion of progress report regarding the FY 2020-2021 CLG Projects.
2021 Certified Local Government Fund Allocation
$13,875 CLGF total allocation (may be more later)
Proposed CLG Projects for 2020-21:

$150	NAPC Dues
$2,500	Planning Conference attendance
$11,225	Production & Distribution
	2020 Historic Preservation Guidelines

$5,584 became available - $2409 for virtual workshops
Staff has been working with Wood Window Rescue for a series of virtual workshops
Intern for remainder of the CLG funds

<u>$19,459</u> Total allocation

Item No. 8, being: Discussion of the 2021 schedule of meetings for the Historic District Commission

- The 2021 meeting calendar was presented to the Commission for informational purposes. No conflicts were discussed.

Item No. 9, being: Miscellaneous comments of the Historic District Commission and city staff.

- The Commission is not comfortable meeting in the usual conference room in person. We will attempt to book the council chambers for social distancing purposes for future meetings.

*

Item No. 9, being: Adjournment.

The meeting adjourned at 6:43p.m.

Passed and approved this _____ day of _____, 2020.

_____
Russell Kaplan, Chair
Historic District Commission

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

Staff Only Use
HD Case #: 21-01
Date: 1/20/21
Received by:

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

Address of Proposed Work: 808 Classen Blvd Norman OK 73071

Applicant's Contact Information:

Applicant's Name: Randall Dee Adkins

Applicant's Phone Number(s): (503) 560-0010

Applicant's E-mail address: RANDALLDADKINS@gmail

Applicant's Address: 3825 SE Raymond St, Portland OR 97202

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

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

Owner's Name:

Owner's Phone Number(s):

Owner's E-mail:

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

1) Studio, Installation of 10x20 Studio

2) Installation of concrete ~~patio~~ patio

3)

4)

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

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

Property Owner's Signature: R **Date:** 1/11/21

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

Authorized Representative's Printed Name:

Authorized Representative's Signature: **Date:**

Property Location: **808 Classen Blvd**
Miller Historic District

Applicant/Owner: **Randall Adkins**

Request: (HD-21-01) Consideration of a Certificate of Appropriateness request for the installation of a 10' X 20' studio and concrete patio for the property located at 808 Classen Boulevard.

Historical Information:
2004 Miller Historic District Nomination Survey Information:
Circa 1923. This non-contributing Bungalow/Craftsman structure is a one-story, weatherboard, single dwelling has a stucco foundation and an asphalt-covered, clipped, side-gabled roof. The wood windows are six-over-one hung and the wood door is glazed paneled. The full-width porch has a shed roof. The porch supports have been replaced by wood lattice, which obscures the front of the house. There is red brick, exterior, gable wall chimney on the north side. Decorative details include the double and triple windows.

The conflicting determinations of contribution status for this structure is due to the addition of lattice that obscured the front of the structure since the 1988 historic survey. Since the 2004 historic survey that lattice has been removed, however, the porch columns have been replaced. A further review of the property may find it is once again a contributing structure. Ultimately, contribution status is determined by the map that was adopted at the time of the establishment of the Miller Historic District, which indicates that it is contributing.

Background Information
Certificates of Appropriateness:
There have not been any requests for Certificate of Appropriateness for this property.

Sanborn Map:
The 1925 and 1944 Sanborn map indicates a principal structure in the same location as seen today. However, it is apparent an addition was added between 1925 and 1944. It is also apparent that a different garage structure was erected by 1944.

Project Description:
The applicant, Randall Adkins, wishes to build a 200 square foot studio and associated concrete patio in his rear yard. The wood shake sided structure with a metal roof will be tucked behind the house and with limited visibility from the street.

Historic District Ordinance:

429.3.1(g): *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents. (0-0910-12).*

429.3(c) *Changes to rear elevations do require a COA; however the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern day appurtenances. (0-0910-12).*

Preservation Guidelines:
2.3 Guidelines for Garages & Accessory Structures
.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.*

.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.*

Staff Comments:

Accessory Building:
Since the proposed accessory building is larger than 108 square feet, the Historic District Commission must review it for COA.

The Guideline for accessory structures suggests that the proposed structure be compatible with the principal building and surrounding properties.

The applicant proposes wood shake exterior, a standing seem metal roof and a glass sliding door. Wood shake is a typical material used in historic homes in Norman. While metal roofs are not appropriate for historic structures, the use of metal roofs is common for a contemporary structure. It should also be noted that this structure will not be visible from the front right-of-way.

The building will be a simple hipped roof structure, similar to many structures in the Miller Historic District. The size is small enough that it will not overwhelm the yard or the principal structure.

It is proposed that the accessory structure be located 15 feet from the rear property line and will not be visible from the front right of way.

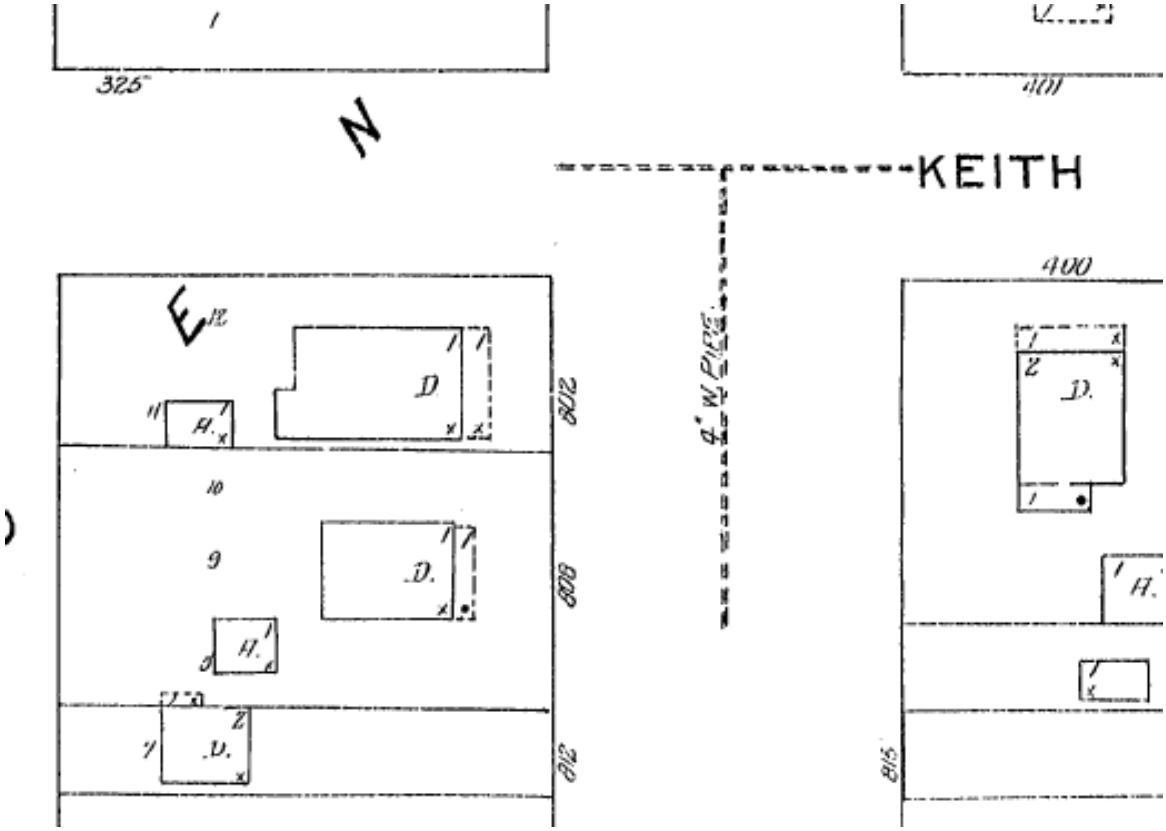
The accessory building meets the Historic District Guidelines for location, design, and materials.

Concrete patio:
The installation of a concrete patio is a typical modern-day hardscape installation for a backyard. However, since the patio is to be concrete, it requires a permit, and therefore a review by the Historic District Commission for a Certificate of Appropriateness.

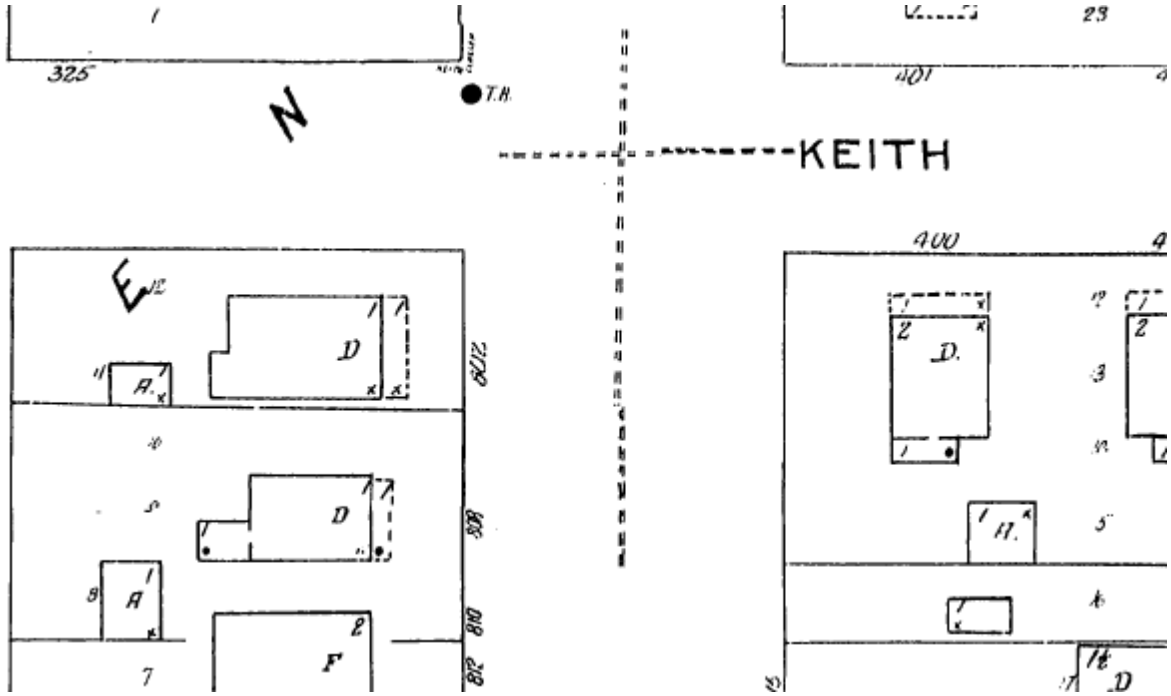
The proposed patio is not visible to the public and the installation does not overwhelm the historic principal structure nor impact the surrounding properties. The proposed concrete patio meets the Historic District Guidelines for location and materials.

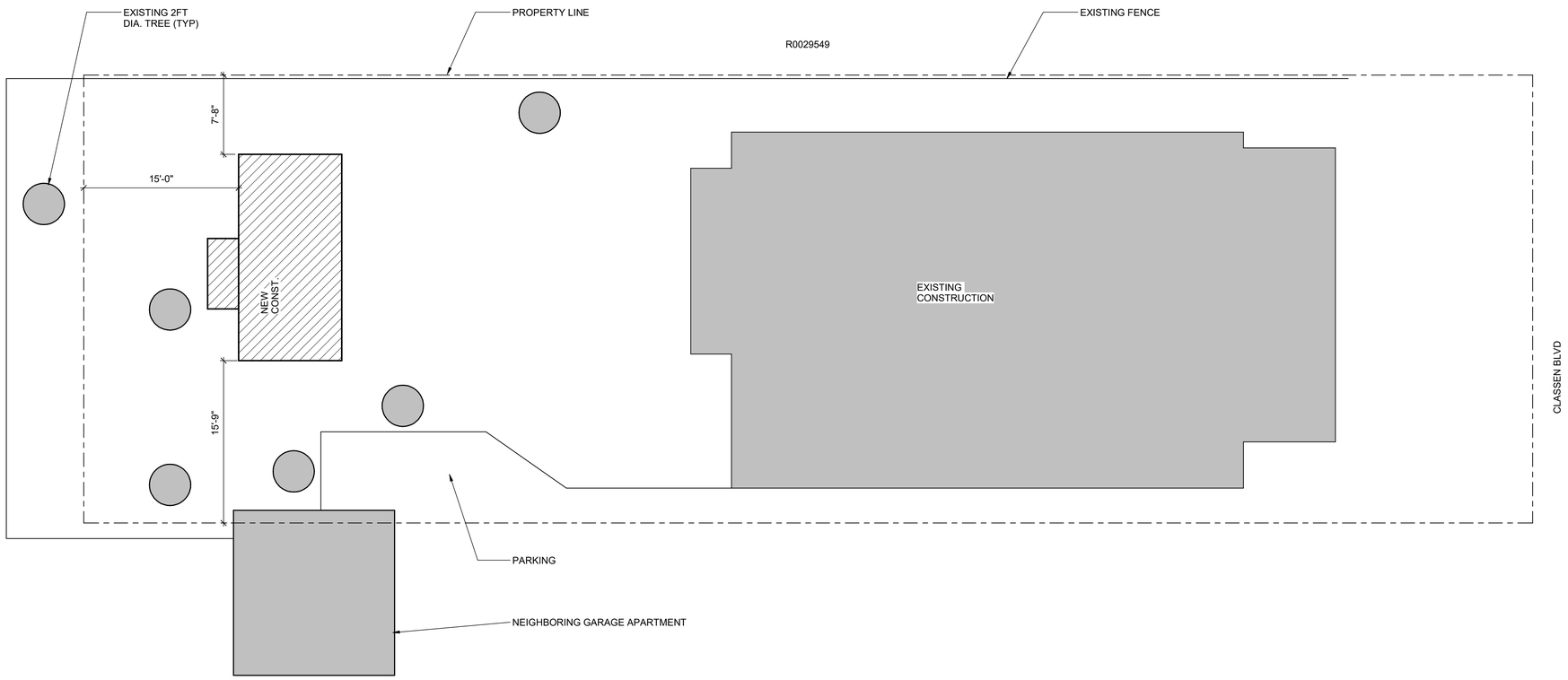
Commission Action: Approve or deny the Certificate of Appropriateness request for the installation of a 10’ X 20’ studio and concrete patio for the property located at 808 Classen Boulevard.

808 Classen Blvd (1925)



808 Classen Blvd (1944)





1 SITE PLAN
SCALE: 3/16" = 1'-0"

N

0 4' 8' 12'
3/16" = 1'-0"

RANDALL'S STUDIO

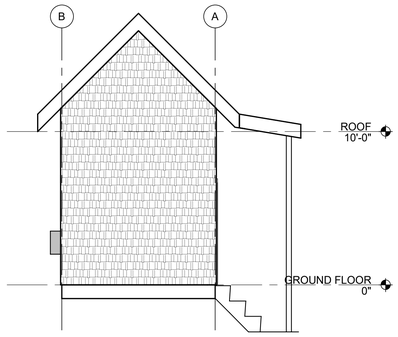
808 CLASSEN BLVD. NORMAN, OK 73071

SITE PLAN

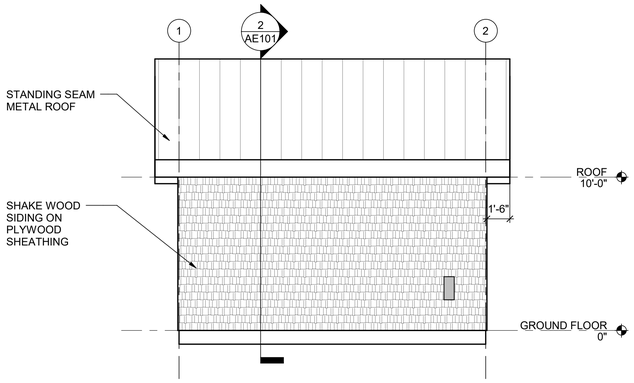
AS101

1/28/2021 5:57:53 PM

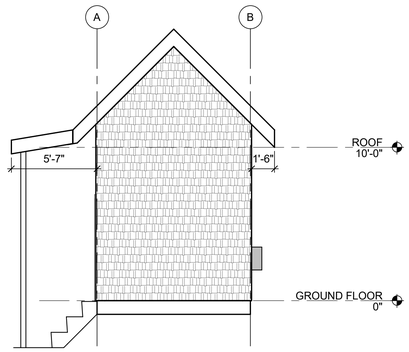
C:\Users\cali\Desktop\Randall's Studio - 808 Classen Blvd.rte



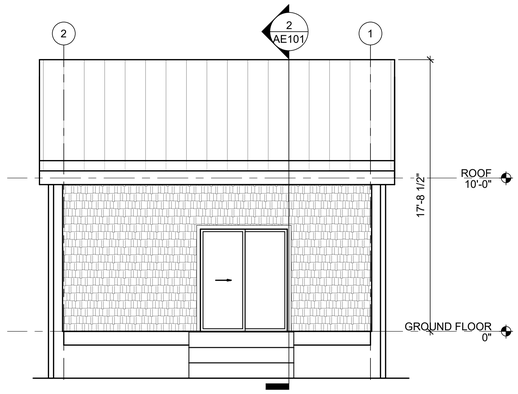
6 NORTH ELEVATION
SCALE: 1/4" = 1'-0"



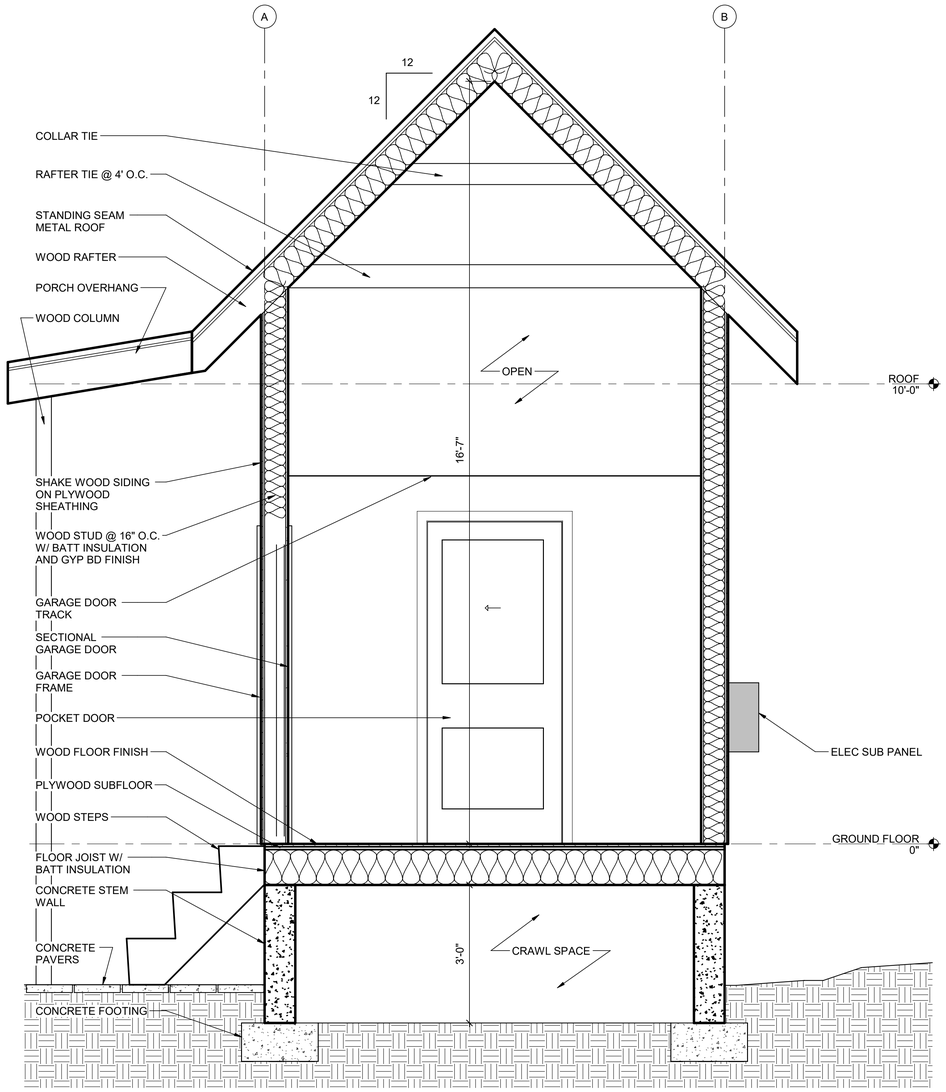
5 EAST ELEVATION
SCALE: 1/4" = 1'-0"



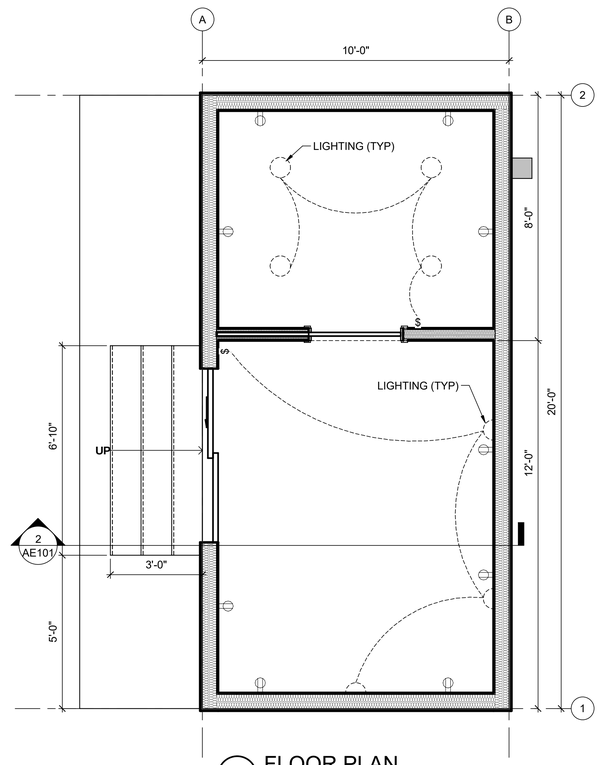
4 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



3 WEST ELEVATION
SCALE: 1/4" = 1'-0"



2 BUILDING SECTION
SCALE: 3/4" = 1'-0"



11 FLOOR PLAN
SCALE: 1/2" = 1'-0"

0 1' 2' 3'
3/4" = 1'-0"

0 1' 2' 4'
1/2" = 1'-0"

0 2' 4' 8'
1/4" = 1'-0"

0 8' 16' 32'
1/16" = 1'-0"

N

RANDALL'S STUDIO

808 CLASSEN BLVD. NORMAN, OK 73071

FLOOR PLAN, BUILDING SECTION, ELEVATIONS

AE101

1/2/2021 5:59:49 PM

C:\Users\cash\Desktop\Randall's Studio - 808 Classen Blvd.rte

The City of Norman Historic District Commission **FOR CERTIFICATE OF APPROPRIATENESS (COA)**	**Staff Only Use** **HD Case #:** **Date:** **Received by:**

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

Address of Proposed Work: 1320 Classen Blvd

Applicant's Contact Information:

Applicant's Name:	Dave Boeck
Applicant's Phone Number(s):	405-919-8242
Applicant's E-mail address:	DLB@OU.edu
Applicant's Address:	830 Van Vleet Oval
Applicant's relationship to owner:	☐ Contractor ☐ Engineer ☑ Architect

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

Owner's Name:	Brett Bogie
Owner's Phone Number(s):	405-249-2790
Owner's E-mail:	brett.c.bogie-1@ou.edu

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

1) See attached

2) ↓

3) ↓

4) ↓

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

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

Property Owner's Signature: [signature] **Date:** 2/5/2021

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

Authorized Representative's Printed Name: [signature]

Authorized Representative's Signature: David Boeck **Date:**

Project(s) Proposed

1. New Soffits and Facia around whole House
2. Replace driveway and sidewalk with new concrete
3. Replace porch area and stairs with new concrete(same footprint)
4. Replace existing rear stairs with new concrete
5. Add new Garage and associated new extension of driveway behind structure
6. Replace current decrepit wood windows with new wood windows
7. Replace dilapidated patio/deck with new patio/deck
8. Add new wood front door with glass inserts

1. New Fascia and Soffits around the whole house, MDO plywood used for all soffits.
2. Replace driveway, sidewalk, and garage foundation with new concrete.
3. Replace front porch area and stairs with new concrete with addition of steel handrail down both sets of stairs.

4. Replace existing rear stairs with new concrete stairs
5. Add a new garage and new concrete driveway to it.Garage will have a non solid wood door with a also a small wooden framed window.
The garage door itself comes with the garage, its a large aluminum composite door with a couple window inserts.

6. Replace the 33 current decrepit windows in the house and the 2 in the basement.
7. Replace Dilapidated rear Patio with new patio, with wooden handrails.
8. Replace front door and add back door, both solid wood doors with glass inserts.
9. Installation of an 8' fence in the back that surrounds the entire back of the property, solid wood fence with steel inserts every 8’ to hold in place.

10.removal of 2 windows on rear of structure to be bricked over.
11. Request to add a gate over the driveway, located beside the house, obstructing the view of anything from the street. Connected as far in the back of the house as possible

Property Location: **1320 Classen Boulevard**
Southridge Historic District

Applicant: **Dave Boeck, Architect**

Owner: **Barby-Bogie LLC.,**
Representative Brett Bogie

COA Request:
HD (21-02) Consideration of a Certificate of Appropriateness request for the installation of a garage and associated driveway, removal of two windows openings, replacement of all windows in the structure, installation of 8' side and rear yard fence with an associated driveway gate, replacement of soffit, installation of handrails and guardrails on front porch, replacement of rear porch, and replacement of front and rear doors for property located at 1320 Classen Boulevard.

Background:
2014 Southridge Historic District Nomination Survey Information:
Ca. 1923. This contributing two-story brick, prairie school style single dwelling has a brick foundation and low pitched, asphalt covered, cross-hipped roof. The wood windows are one-over-one hung. The partial porch has multiple concrete steps and a concrete floor. The porch roof is hipped supported by tall brick piers with arched openings. The brick chimney on the south elevation pierces the broad boxed eaves. Decorative details include double windows, broad boxed eaves, wood front door, and brick headers and concrete sills.

Sanborn Map Information:
The 1925 and 1944 Sanborn Maps show the principal building in the same configuration as seen present day. The maps also indicate a garage at the back corner of the house at the end of the driveway, which was removed sometime post 1944.

Property History:
This house was designated part of the Southridge Historic District on June 26, 2018. There have been no previous COA requests for this property.

Project Description:
Barby-Bogie LLC recently purchased the property and began renovations without realizing exterior alterations require a Certificate of Appropriateness before installation. The property owner's contractors removed several windows, bricked over three windows, replaced part of the soffit, and removed the rear porch prior to the Historic Preservation Officer informing the owners of the requirement for a COA for the work.

Work on this property was stopped until a hearing before the Historic District Commission could be held to review the proposed alterations. The applicants are now requesting a Certificate of Appropriateness for the following exterior alterations:

#1) Installation of a 2-car, 1-story garage along with associated pavement to provide access. Two garage options are offered for consideration by the Commission.

Option #1, is the preferred design, and request a 718 square foot garage placed behind the principal structure at the end of a J-driveway.

Option #2 proposes a 434 square foot garage that is located at the end of the driveway behind the southwest corner of the house.

Both garage options will have the same design and materials for the structure. The garage structure will have wood lap siding, aluminum clad wood windows and door, and a metal overhead garage door. The driveway will be concrete.

#2) The removal of two windows on the rear of the structure to allow for internal programming of two adjacent bathrooms. These windows will be closed with the continuation of bricks.

#3) The replacement of all of the windows in the house, including the basement windows with custom wood insulated windows.

#4) Installation of 8' wood fence in side and rear yards with an associated 8' driveway gate.

#5) Replacement of soffit. The applicant proposes to remove the current wood with its distinctive design and replace with wood board that emulates beadboard.

#6) Installation of metal handrails and guardrails on front porch to meet modern day building code requirements.

#7) Replacement of rear porch.

#8) Replacement of front and rear doors with wood doors.

As in the past, the Historic District Commission is to review the already completed alterations to the property as if the work has not been installed.

Ordinances & Guidelines

Historic District Ordinance:

429.3.1(g): *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents. (0-0910-12).*

429.3.3(c)*: Changes to rear elevations do require a COA; however the rear elevation of a historic structure is considered a secondary elevation and is therefore regulated to a lower standard to allow flexibility for additions or other modern day appurtenances. (0-0910-12).*

Preservation Guidelines:

Guidance can be provided by looking at the sections of the Historic District Guidelines listed below:

2.3 Guidelines for Garages & Accessory Structures

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

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

.3 Replace Only Deteriorated Portions. *If replacement of a deteriorated element or detail of a historic garage or accessory building is necessary, replace only the deteriorated portion in kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider 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.*

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 the 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.*

3.6 Guidelines for Entrances, Porches and Balconies

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

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

.3 Replacements Match Original. If full replacement of an entrance, porch, or balcony is necessary, replace it in kind, matching the original in design, dimension, detail, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.

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

.5 Screen Porches Carefully. Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.
.6 Avoid Enclosures. It is not appropriate to enclose a front porch or a front balcony.
***.7 Avoid Removing Details*.** It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or beaded board, unless an accurate restoration requires it.
***.8 Avoid Changes to Primary Facades*.** It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary facade.
.9 Avoid False Historical Appearances. Features or details that are introduced to a house should reflect its style, period, and design. Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

2.4 Guidelines for Sidewalks, Driveways, and Off-Street Parking
.1 Driveway Location. In historic districts, residential driveways shall be perpendicular to the street, except in individual cases where there is historical documentation of an alternate configuration. Unless there is historic documentation otherwise, driveways shall be located near the property line on one side of the house.
.2 Driveway Width. Driveways shall be one car width, not to exceed 10 feet wide, unless there is historic documentation of an alternate configuration. Driveway width may vary as it approaches a garage in order to correspond to the width of the door opening.
.3 New Driveway Composition. Driveways shall be constructed from material allowed by the Norman Zoning Ordinance. Existing gravel driveways may remain in place subject to other provisions in the City Code.
.4 Ribbon Driveways. Ribbon driveways are permitted to remain or may be newly installed in historic districts. The minimum width of ribbon paving is 18 inches.
.5 Driveway Approaches. Maintain the rhythm of existing approaches when introducing new driveways. Driveway approaches may be a maximum of 16 feet wide at the curb, narrowing to 10 feet at the sidewalk or property line.
.6 Circular Drives. Drives connecting to the street by two or more curb cut openings are not permitted in front yards or corner side yards unless demonstrated as historically present on the specific property in question.
.7 Shared Driveways. Historic driveways shared by two adjacent properties may be retained and preserved.
.8 Sidewalk Location. Sidewalks on private property shall be maintained in their traditional location, usually perpendicular to the street, unless there is historical documentation of another location.
.9 Sidewalks and Curbs. Public sidewalks and curbs on the street shall be constructed of finished concrete. Sidewalks and curbs on private property may be constructed of finished concrete, brick, or stone.

2.5 Guidelines for Fences and Masonry Walls
.1 Replacing Conforming Fences. *If an existing, conforming type of fence or wall is being replaced with one that is the same in material, height, placement, and style, a Certificate of Appropriateness is not required.*
.2 Preserve Original Materials. *Retain and preserve exterior wall materials that contribute to the overall historic character of a building.*
.3 Replacing Non-Conforming Fences. *Existing fences that are non-conforming as to height, material, style and placement shall not be replaced in kind. Replacement fences shall be conforming as to height, materials, and placement. (Zoning Ordinance overrides this Guideline).*
.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.*

3.1 Guidelines for Exterior Walls
.1 Preserve Original Walls*. Retain and preserve exterior walls that con- tribute 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 system (EIFS) will not be considered.*

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.*

3.4 Guidelines for Roofs.
1. Preserve Original Features*. Retain and preserve roofs and roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices. Tile and slate roofs rarely need to be discarded.*
.2 Replace Only Deteriorated Portions of Roof Features*. If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion in kind to match the original feature in design, dimension, detail, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*
.3 Replacements Match Original*. If full replacement of historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*
.4 Replace Missing Features*. Replace missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.*
.5 Avoid Replacing Built -In Gutters. *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.*

Staff Comments:
The primary structure is a contributing structure to the Southridge Historic District. This property is zoned R-1, Single-Family Dwelling District, which allows for one dwelling unit per lot. Though some work has been performed prior to this COA application request, as indicated in the Historic District Ordinance, the proposed changes are to be reviewed as if they have not been installed.

Request #1): Installation of a 2-car, 1-story garage along with associated driveway pavement.

The proposed garage structure will have wood lap siding, aluminum clad wood windows, metal door and a metal overhead garage door with Hardiplank trim.

The applicant, in the interest of finding approval for a garage, is proposing two options.

Both proposed garage options will utilize the same design and materials for the structure. The design is typical modern garage, with roof style and pitch that matches

the house. The proposed Hardiplank siding, as well as the aluminum clad windows and doors are approvable upon review by the Commission, on a case-by-case basis.

The use of metal overhead garage doors with composite wood trim, such as, Smart Trim, has been approved by the Commission for front facing garages that are set back behind the rear of house as well as for structures located off alleyways. The Commission has not approved solid metal overhead garage doors that are front facing and/or visible from the street.

The access door is proposed to be aluminum clad. In both designs, the access door will not be visible from the front right-of-way.

The Commission would need to determine if the design and the proposed materials are compatible with the house and district.

Garage Option # 1:
The proposed 718 square feet for this garage is more than the 500 square feet footprint suggested by the Guidelines for garages.

In January 2016, the Historic District Commission determined footprints of new garages, regardless if replacing a historic garage or not, should be limited to 535 square feet or less. This was the result of a review for a new garage at 506 S. Lahoma Avenue, which spanned several meetings. The Commission ultimately approved 535 square feet based upon the Guidelines implied limitation to around 500 square feet for all garages while allowing for the operation of modern-day vehicle doors while parked inside the garage.

Since that time, the Commission has consistently approved garages that are around the 500 square foot footprint. The following table shows the COA approved garages and the square footages since the January 2016 decision (506 S Lahoma is included for comparison):

Address	Sq footage	Approval date
506 S Lahoma	535 sq. ft.	Jan 2016
516 Macy	504 sq. ft.	March 2017
428 Chautauqua	528 sq. ft.	April 2017
516 Macy	660 sq. ft.(180 used for storm shelter & workshop)	July 2017
518 Chautauqua	528 sq. ft., 2-story	Dec 2017
540 S Lahoma	836 sq. ft. (Tandem garage 22’ wide x 38’ long)	Feb 2018
535 E Boyd St	450 sq. ft. footprint, 2-story	Aug 2019
323 E Apache	360 sq. ft.	Nov 2019

As can be seen, the Commission has kept approval for garages around 535 square feet or less with exceptions for designs to fulfill unique uses desired by the property owners.

However, in August of 2020 the Commission approved two garages greater than the previous set limit of 535 square feet. A 576 square feet garage was approved at 536 Chautauqua Avenue and 624 square foot garage was approved at 626 S Lahoma Avenue. In the decision making process, several Commissioners found that since the structures were located in the rear yard off an alleyway and not easily visible from the street that square footage could be greater than the suggested 500 square feet indicated by the Historic District Guidelines

It should be noted that the principal structure has a footprint of approximately 888 square feet. The Guidelines state that garages should be compatible in scale and size with the principal structure. This garage request has a footprint of 718 square foot which will is out of scale with the principal structure as well as similar structures on the block. Guidance as to appropriate size can be found by looking at similar properties in the neighborhood as well as the Guidelines for Garages, which suggests 500 square feet.

The Commission will need to determine if this request for 718 square feet garage is appropriate and meets the Guidelines. Note that the applicants have submitted a second option that they would be willing to consider, which is less than 500 square foot.

The typical configuration for pre-1950's historic properties is a garage at the end of a driveway that runs along the property line. As noted earlier in this report, the Sanborn Maps indicate a garage structure in such a location.

For Garage Option #1, the applicant is proposing to install a garage behind the house at the end of J-driveway. While this garage will have limited visibility from the front right-of-way, it appears that the north wall of the structure will be visible from the front right-of-way. The Commission would need to determine if this location and configuration would impact this historic property and the historic district as a whole.

Option #1 proposes a continuation of driveway behind the house with an expanded 32' wide paved area providing access to the garage. The Historic District Guidelines indicate that pavement should not overwhelm the property or the neighborhood. The 736 square foot paved area behind the house is out of scale for the principal structure. Staff would suggest, at minimum, that the access width to the garage be reduced from 32' to a more typical 18-20' width for a two-car garage.

The Commission would need to determine if the requested driveway and pavement area meets the Historic District Guidelines.

Garage Option #2:
The proposed 450 square foot garage for this option, meets the approximate 500 square foot that the Commission has approved over the last several years and meets the Guidelines for size and scale.

With this design, the applicants are proposing to set the garage at the end of the driveway located behind the back edge of the house. This is a similar to the typical historic location for homes of this era. However, in this case instead of setting at the back corner of the house, it has been placed further back into the yard. Additionally, the garage has been located 5' from the side property line to meet the zoning setback requirement. This has resulted in a location in which only a small portion of the garage will be visible from the front-right-of-way.

With this configuration, the applicants are proposing 480 square feet of paved area behind the house to allow for a maneuvering in and out of the garage. This amount of paving is partly due to the offsetting of the driveway to accommodate the required 5' setback of the garage from the side property line and partly due to the setting of garage further back in the yard. Generally, 400 square feet of paved access area is typical for a two-car garage. This amount of requested paved area allows for reasonable maneuverability.

The design and location of Option # 2 meets the Historic District Guidelines, except for the metal overhead door. Staff suggests for consistency with previous approvals, that a door with harditrim be considered for the overhead garage door.

Commissioners would need to determine if Option # 1 or Option # 2 meet the Historic Guidelines for design, location, and materials and would be compatible with the principal structure and Historic Distract as a whole.

Additionally, Commissioners would need to determine if proposed alternative materials and design of Option # 1 and #2 meet the Historic District Guidelines and are compatible with the principal structure and district.

Request #2): Removal of two window openings.
The applicants wish to brick in two window openings on the rear of the structure to allow for internal programming. The Guidelines indicate windows and openings should be preserved. However, the Guidelines also indicate that rear elevations are to be held to a lesser standard to allow for modern day conveniences.

It should be noted that house was originally configured with bathrooms that had windows, though it is unclear from the drawings submitted as to where the bathrooms where located. In reviewing previous approvals for removing window openings, staff

found requests usually to be the result of an addition being added to the rear of a historic structure.

The Commission would need to determine if the removal of two rear windows and the closing with new brick meets the Guidelines and is compatible with the property and neighborhood.

Request #3): Replacement of all the windows in the structure
The property owner has stated to staff that the windows were not repairable; however, no documentation from a professional has been submitted to support this assertion.

The applicant is proposing replace the existing original windows with custom solid wood double-pane insulated windows in a one-over-one hung configuration. This is the same configuration and material as the historic windows. However, the applicant intends to install insulated double-pane windows instead of single-pane windows. While the Guidelines do not specifically address this scenario, it should be noted that the Guidelines allow for the consideration of replacement windows with double-pane simulated divided lights on the portions of the historic structure that are not visible from the front.

The applicants intend to replace the broken basement windows with solid wood custom windows as well. At the time of the writing of this staff report, the applicants had not submitted a specification sheet for these windows.

The Commission would need to determine if the current windows are deteriorated beyond repair and are may be replaced with the proposed replacement windows as submitted. The proposed replacement windows meet the Guidelines for material and configuration. However, the proposed windows will be double-pane instead of single pane as were the original windows. Commission would need to determine if double pane-insulated windows are appropriate replacement windows.

Since no specification sheet were provided for the basement window, staff would suggest postponement of the basement windows to a future meeting to allow the applicant time to submit additional information about the windows.

Request #4): Installation of 8’ fence in the side and rear yard with associated driveway gate.
The applicant would like to install an 8’ fence in both the rear and side yard fences to mitigate the noise and views of the train. In the past, the Commission has approved 8’ rear yard fences in unique situations but not in the side yards, so as not to impact the view from the front streetscape of the historic structure. The Guidelines state that 8’ fences in the side yards are prohibited.

The Commission has seldom approved 6' fences for a side yard to prevent the covering of the historic sides of the principal structure. The Commission on numerous occasions has requested that the applicant taper the fence from 6' down to 4' as it proceeds toward the front of the house. However, there have been instances where the Commission has allowed a 6' fence along the side of the house to provide privacy or security for the residents of the property.

In this case, to be consistent with surrounding properties, staff would suggest an 6' fence along the rear and a side yard fence that the tapers from 6' at the rear of the house to 4' just behind the first set of windows on the north elevation. Staff would suggest a 6' driveway gate.

The proposed material and design of the fence meet the Preservation Guidelines. The Commission would need to determine if an 8' side and rear yard fences in this instance would be appropriate and compatible with the neighborhood.

The proposed gate meets the Preservation Guidelines for materials. However, the Commission would need to determine if the height of the fence and the proposed design would impact the principal historic structure and character of Southridge.

Request #5): Replacement of soffit.
The applicant wishes to remove the original deteriorated wood soffits and replace it with a wood beadboard type design. As can be seen from the pictures of the structure this is not same original historic design of the soffits. This does not meet the Guidelines, which state that original architectural features of the roof and exterior walls shall be maintained. Staff would suggest the re-installation of original design for the soffit.

Request #6): Installation of handrails and guardrails on existing front porch.
At the recommendation of staff, the applicant is making the request for these two items since they may be required to install them at the time of building permit to meet modern building codes.

The proposed handrails or guardrails do not meet the Guidelines since they are introducing an architectural element to this historic home. However, given that they may be required to meet building codes and the proposed design is simple, and non-opaque, it seems a good fit for this issue. The applicants do not plan to install the guardrails on the front porch unless required to by code officials. The handrails are safety issue and they plan to install them regardless of the building code requirement.

The Commission would need to determine if the proposed handrails and guardrails meet the Guidelines.

Request #7): Replacement of rear porch.
The property owners state that they removed what remained of the badly deteriorated rear porch and now are proposing a replacement as shown on submitted drawings, however, no documentation has been provided.

The porch is of similar design of the house, composed of wood and concrete and is in scale to the structure. It should be noted that the rear finished floor elevation, as can be seen from photos, is a considerable distance off the ground and some type of landing and steps would be required to safely egress from the house.

Normally the removal of an original historic porch is discouraged. While the original design is not entirely known, the proposed design appears to be compatible with the structure. It is unclear to staff whether the rear porch was originally composed of brick or wood. However, staff would suggest that the new porch meet the outline of the peak of the original roof of the porch that is apparent of the brick wall.

Since this is on the rear elevation and not visible from the front, the replacement of the original rear porch with a compatible design could meet the Guidelines. The Commission would need to determine if the design, size and materials meet the Guidelines.

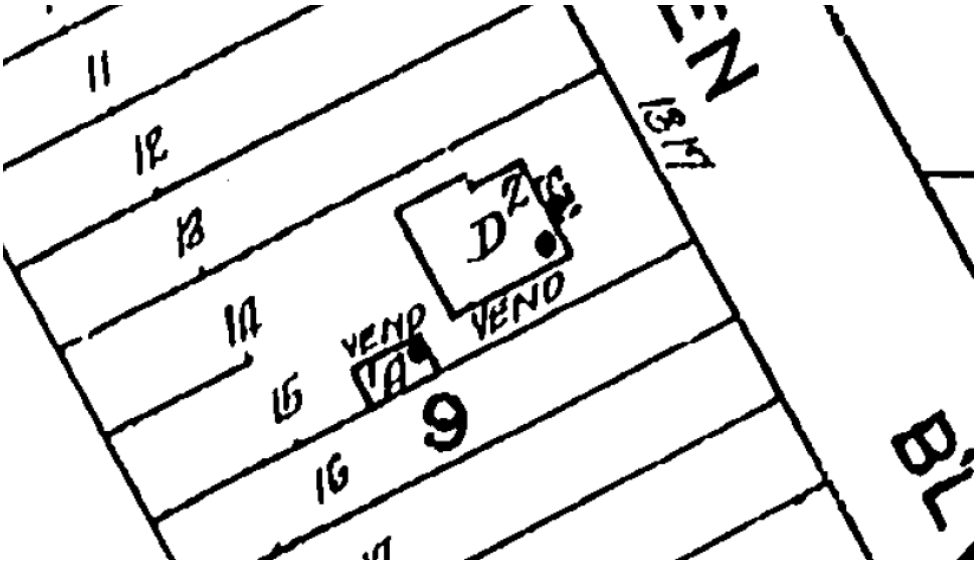
Replace #8): Replace front and rear door.
The owners state that the front door was replaced with a metal security door prior to them purchasing the property. A picture of the house from the County Assessor's website from several years ago indicates a wood glazed door for the front door. Part of the wood rear door can be seen in pictures provided by the applicant.

The applicant is proposing wood doors with two design options for which they desire feedback as to which would be appropriate.

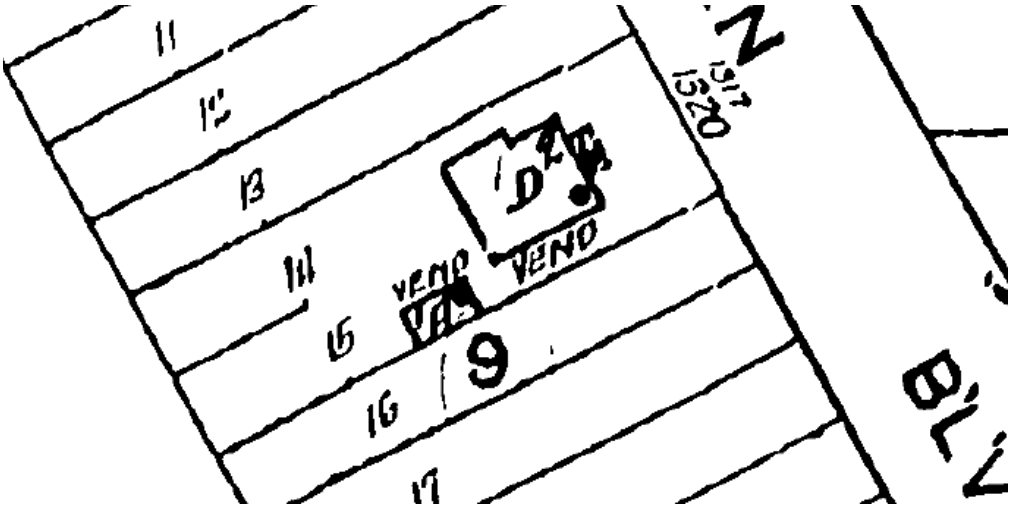
Wood meets the Guidelines for doors. The Commission would need to determine if the design of the doors are appropriate for this structure.

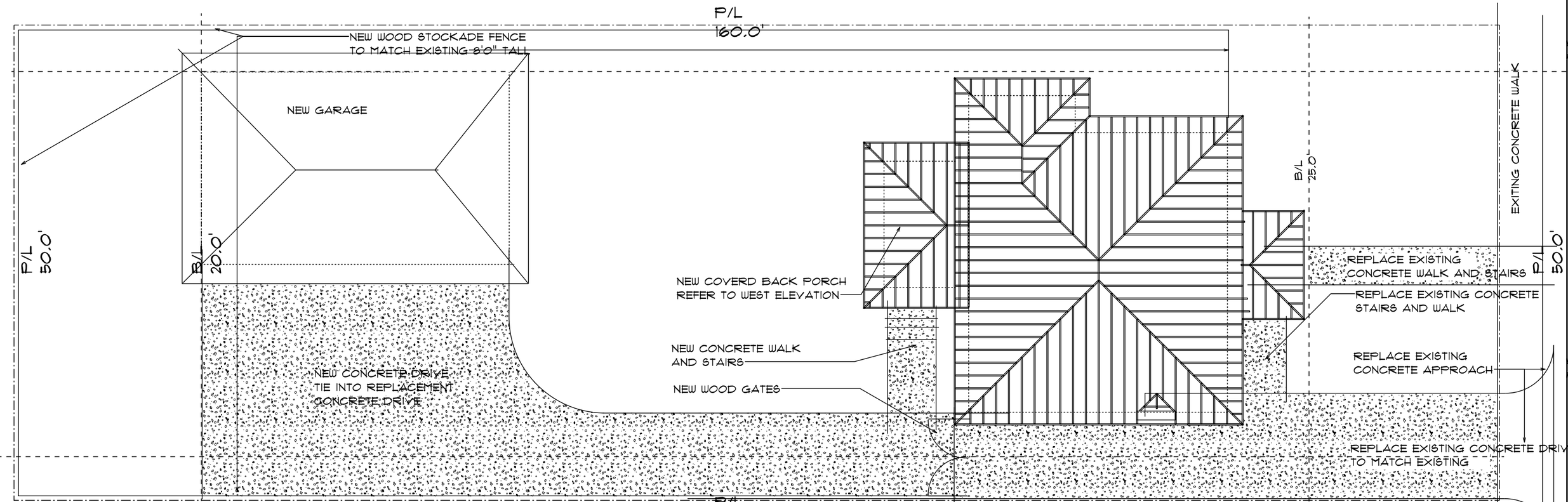
Commission Action:
Approve or deny the Certificate of Appropriateness request for the installation of a garage and associated driveway, removal of two windows openings, replacement of all windows in the structure, installation of 8' side and rear yard fence with an associated driveway gate, replacement of soffit, installation of handrails and guardrails on front porch, replacement of rear porch, and replacement of front and rear doors for property located at 1320 Classen Boulevard.

1320 Classen Boulevard (1925)



1320 Classen Boulevard (1944)





SITE PLAN
1'=10.0'

PHOTOS OF EXISTING GARAGE
STEM TO BE REMOVED

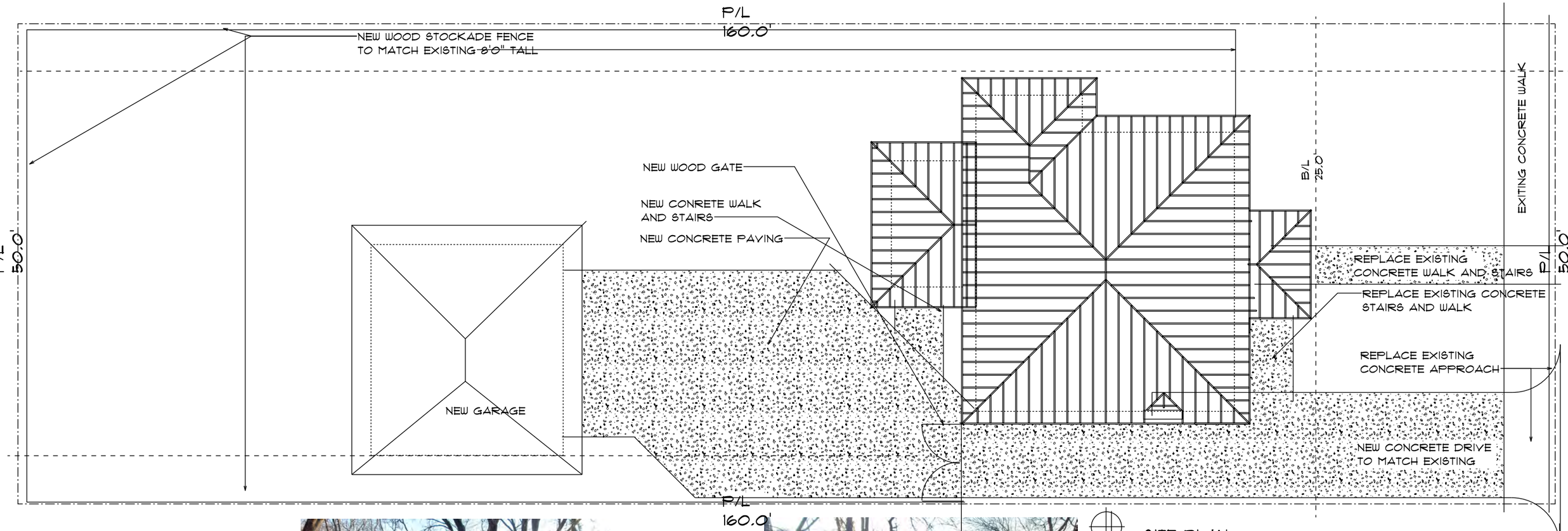
DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

SHEET
A 1.0A



SITE PLAN
1'=10.0'

PHOTOS OF EXISTING GARAGE
STEM TO BE REMOVED

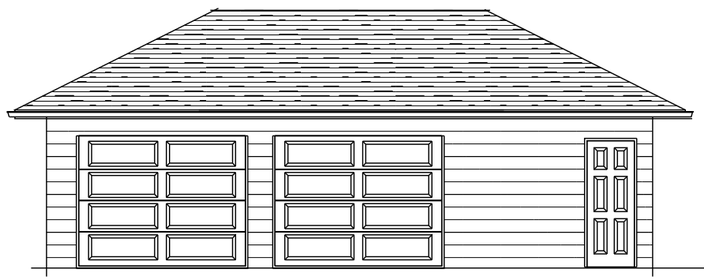
DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

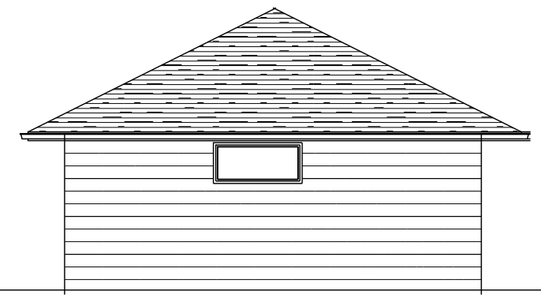
JOB NO.

SHEET
S 1.0

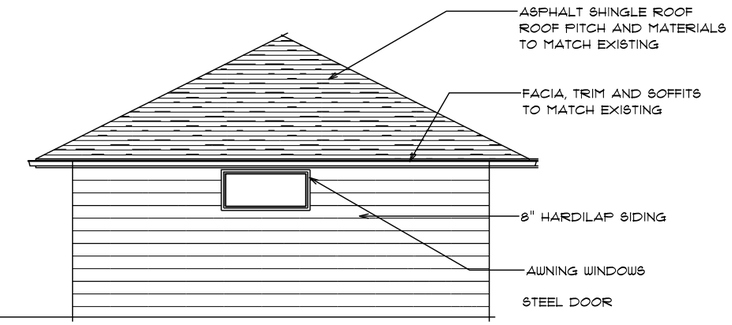


SOUTH ELEVATION
1/8"=1'-0"

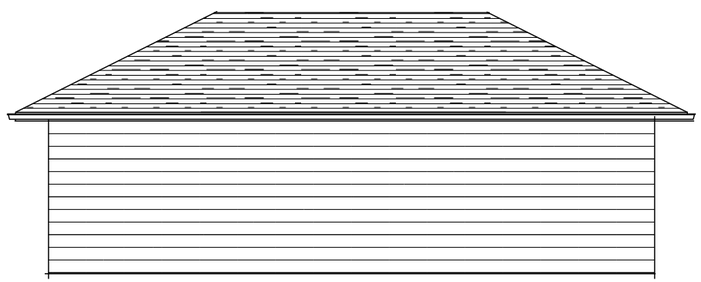
STEEL O.H. DOORS



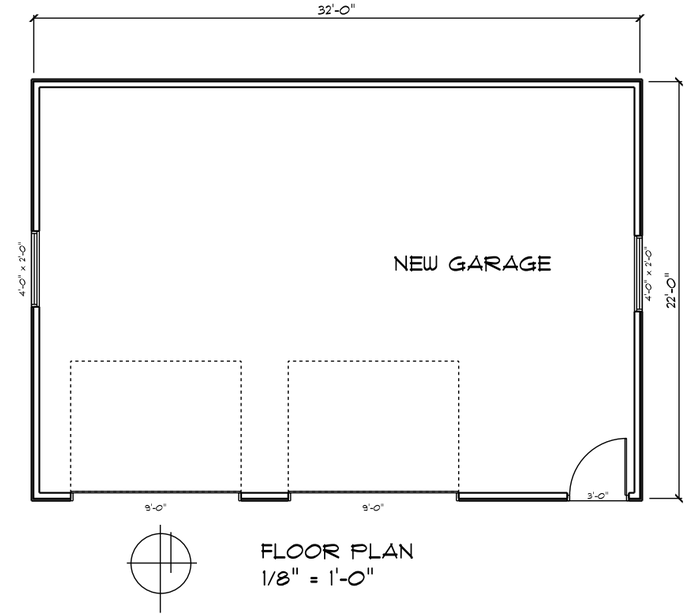
WEST ELEVATION
1/8"=1'-0"



EAST ELEVATION
1/8"=1'-0"



NORTH ELEVATION
1/8"=1'-0"



FLOOR PLAN
1/8" = 1'-0"

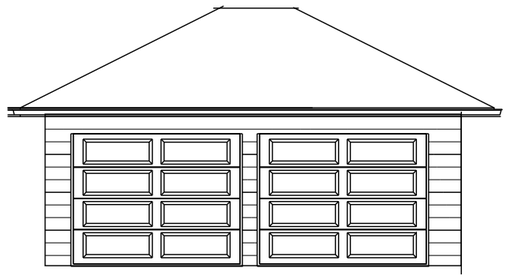
DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

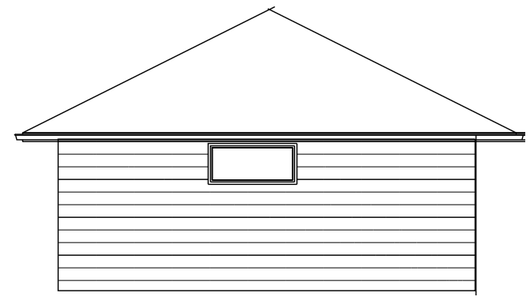
JOB NO.

SHEET
A 1.1A

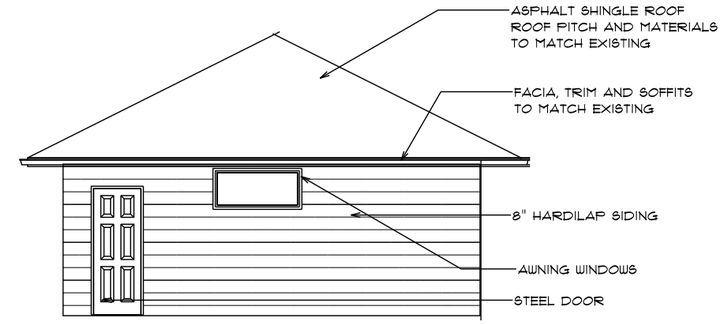


EAST ELEVATION
1/8"=1'-0"

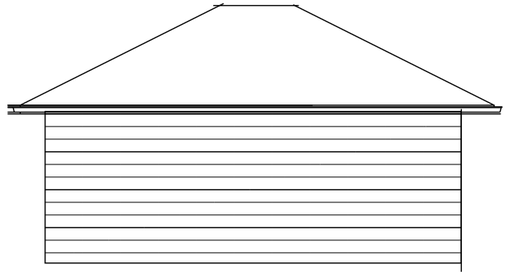
STEEL O.H. DOORS



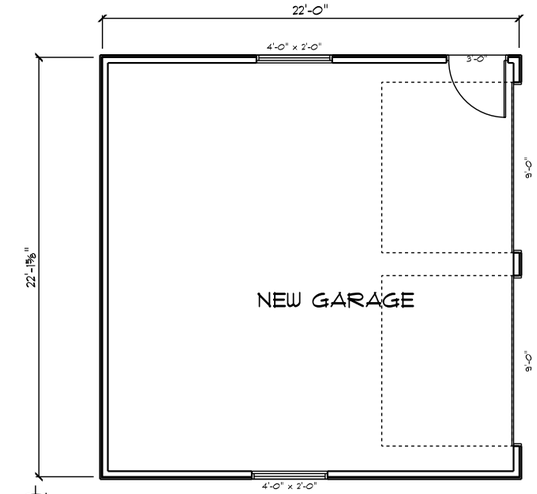
NORTH ELEVATION
1/8"=1'-0"



SOUTH ELEVATION
1/8"=1'-0"



WEST ELEVATION
1/8"=1'-0"



FLOOR PLAN
1/8" = 1'-0"

DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

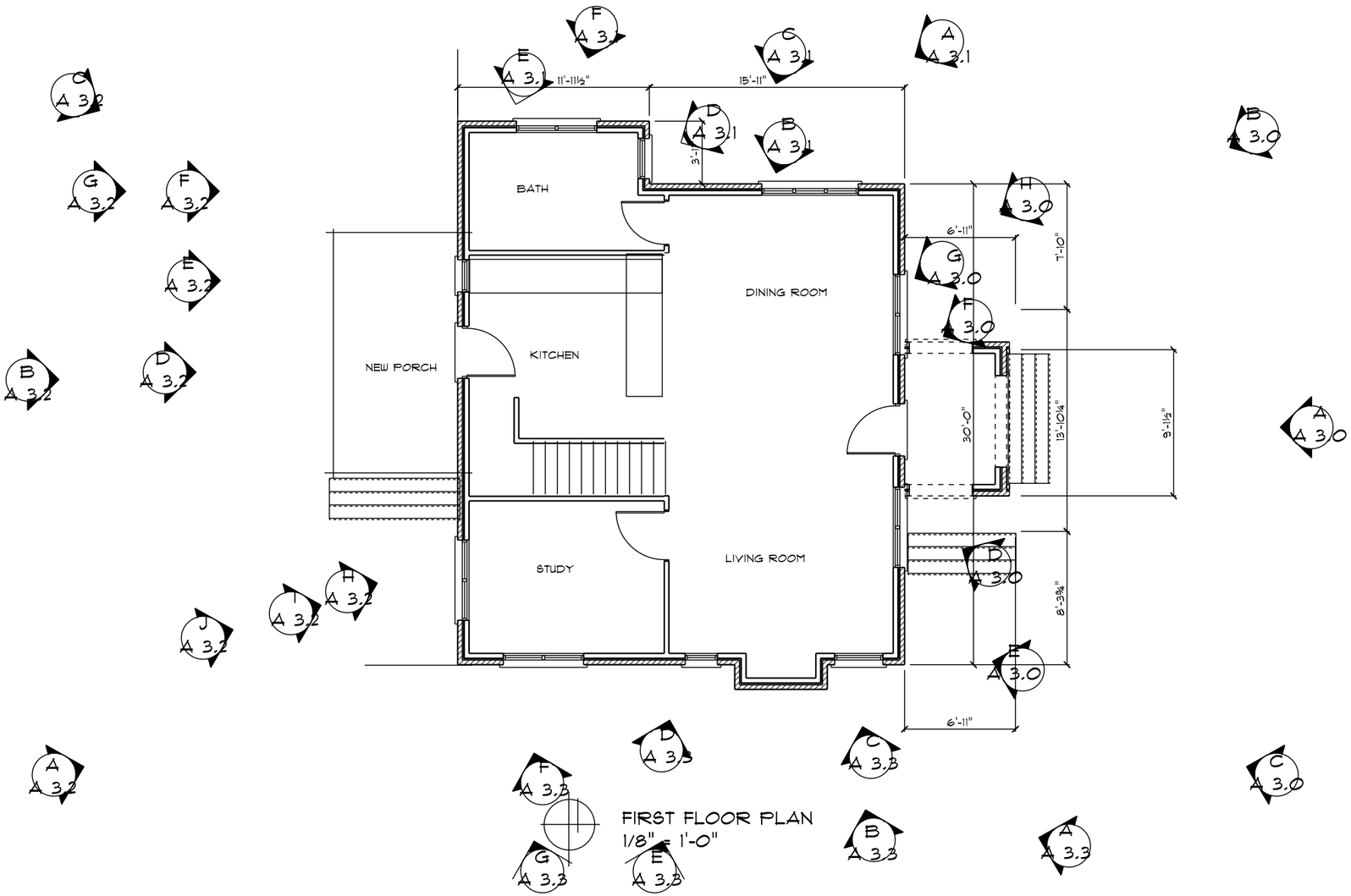
dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

SHEET
A 1.1

NOTE:
ARROWS WITH PHOTO NUMBERS
TO SHOW WHERE PHOTOS WERE TAKEN



FIRST FLOOR PLAN
1/8" = 1'-0"

DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

SHEET
A 2.0

A

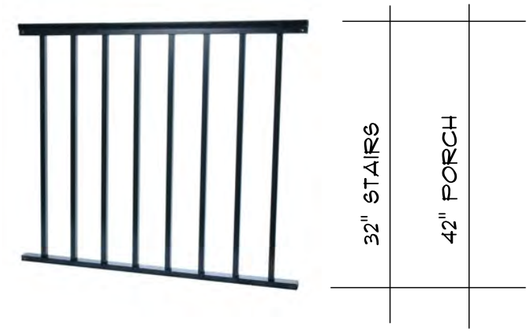
B

C

D

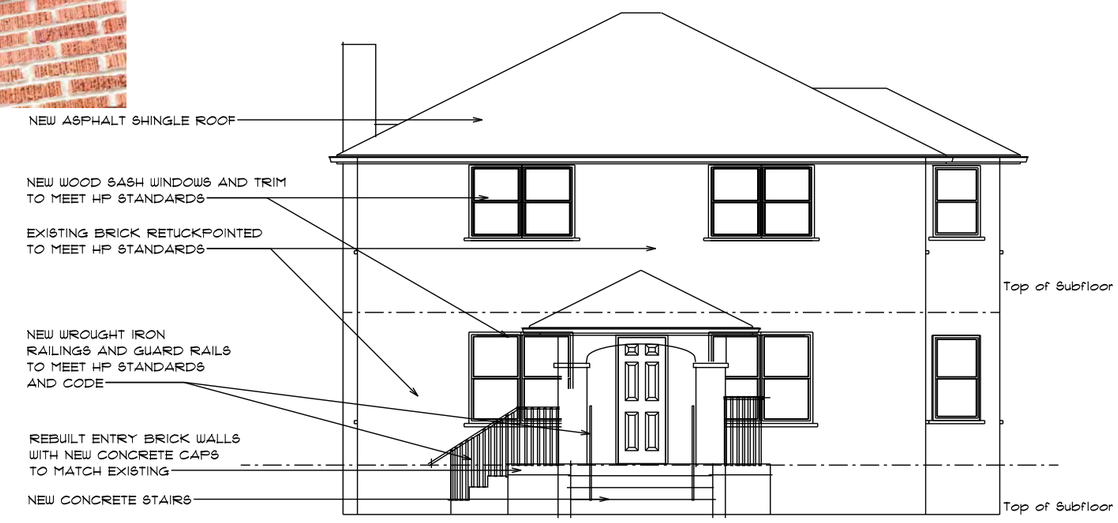
F

E

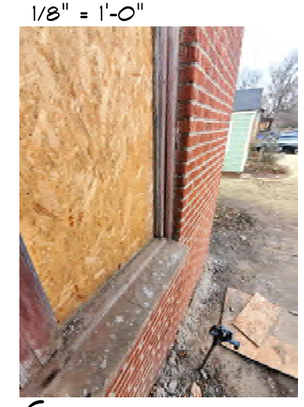


STAIR AND PORCH RAILING DETAIL
NO SCALE

NOTE:
REFER TO SHEETS A 2.0 AND A 2.1
FOR ELEVATION PHOTO LOCATIONS



EAST ELEVATION
1/8" = 1'-0"



G

H

DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

SHEET
A 3.0

F

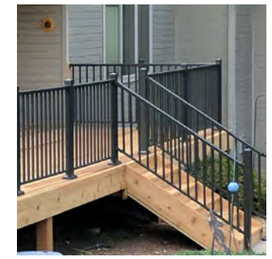
G

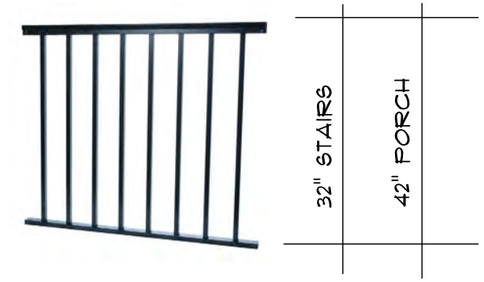
E

C

D

B





STAIR AND PORCH RAILING DETAIL
NO SCALE

NORTH ELEVATION

NOTE:
PHOTO LOCATIONS FOUND ON SHEETS A 2.0 AND 2.1

A

DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

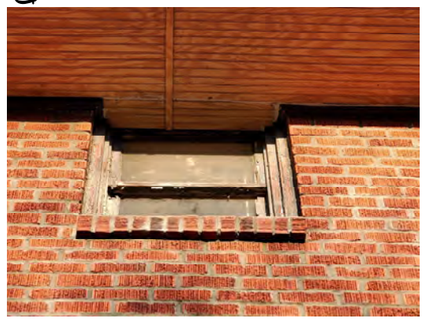
dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

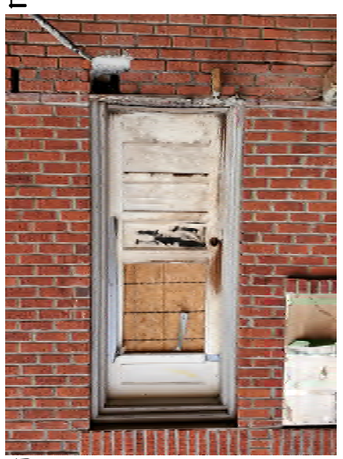
SHEET
A 3.3

G



F

E



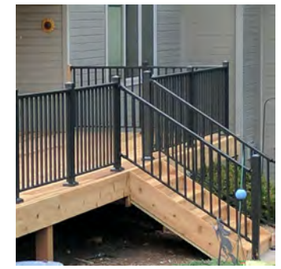
D

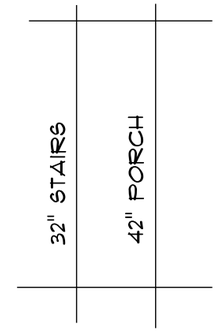
J

I

H

NOTE:
REFER TO SHEETS A 2.0 AND A 2.1
FOR ELEVATION PHOTO LOCATIONS





STAIR AND PORCH RAILING DETAIL
NO SCALE

WEST ELEVATION
1/8" = 1'-0"

C

B

A

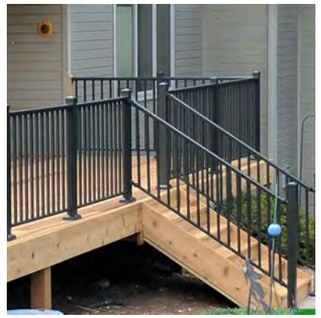
DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

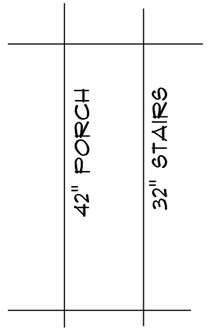
RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

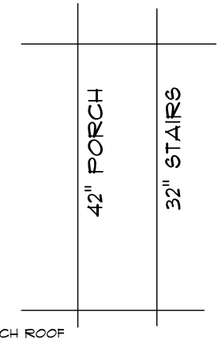
SHEET
A 3.2



STAIR AND PORCH RAILING DETAIL
NO SCALE



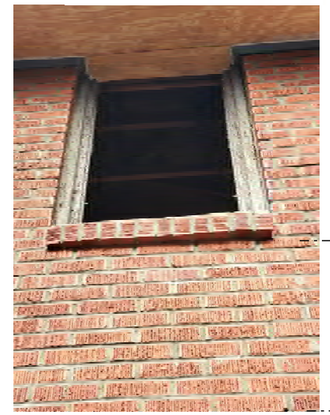
STAIR AND PORCH RAILING DETAIL
NO SCALE



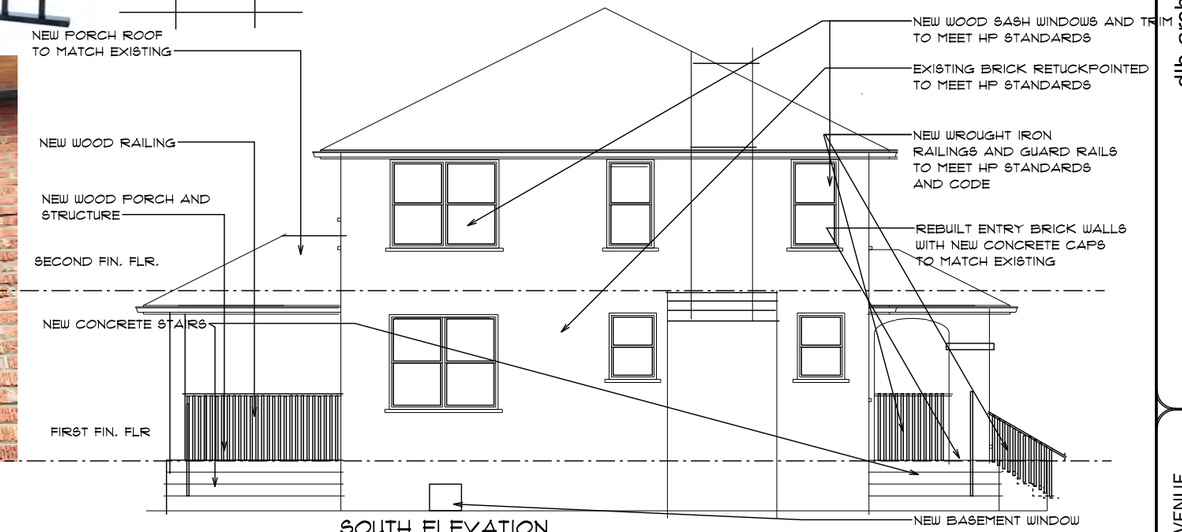
NOTE:
REFER TO SHEETS A 2.0 AND A 2.1
FOR ELEVATION PHOTO LOCATIONS

D

E



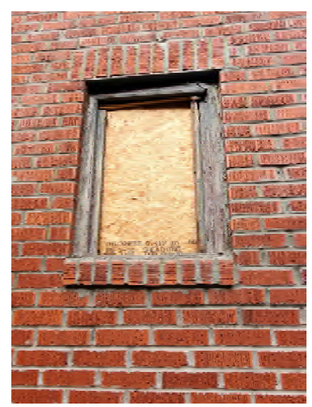
G



SOUTH ELEVATION
1/8" = 1'-0"

B

C



F

A

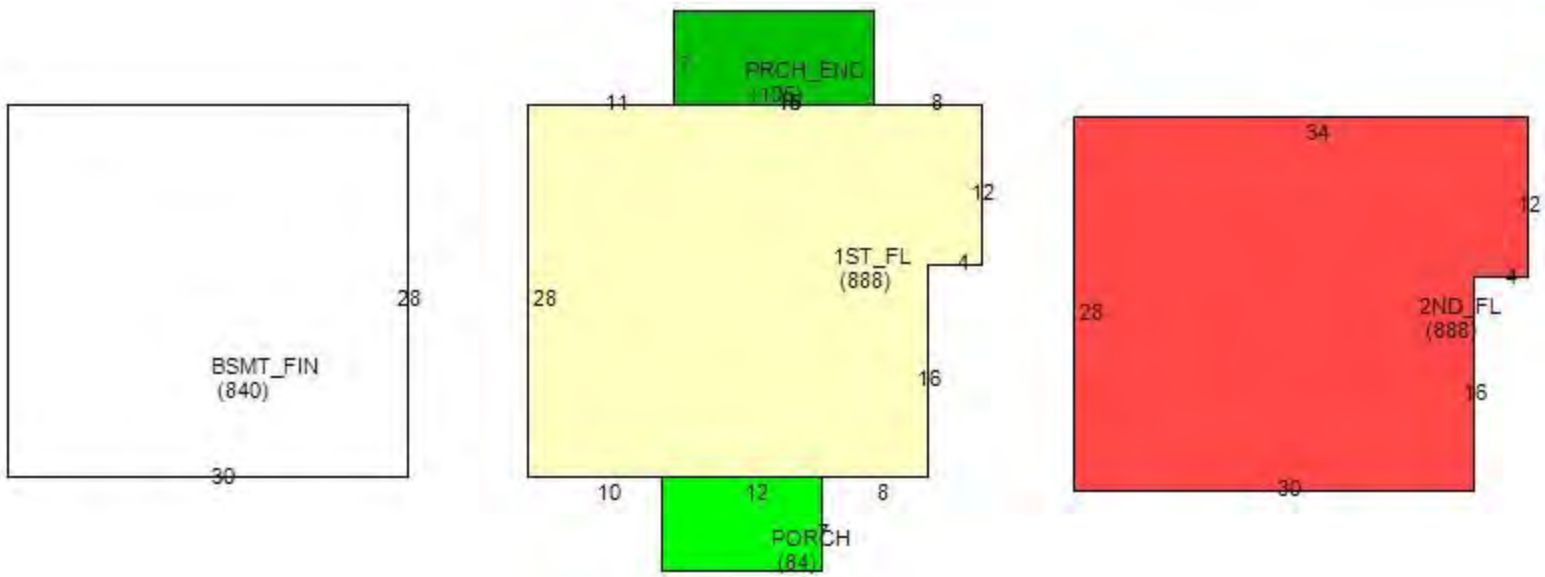
DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

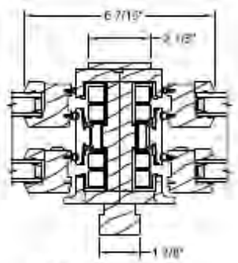
SHEET
A 3.3


BSMT_FIN
(840)
28
30
PRCH_END
(135)
11
15
8
12
1ST_FL
(888)
4
28
16
10
12
8
PORCH
(84)
34
12
4
28
2ND_FL
(888)
16
30

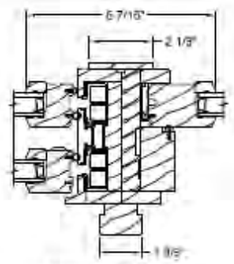
JELD-WEN WINDOWS & DOORS

SITELINE®
WOOD WINDOW
DOUBLE-HUNG

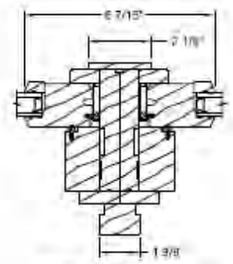
MULLION OPTIONS



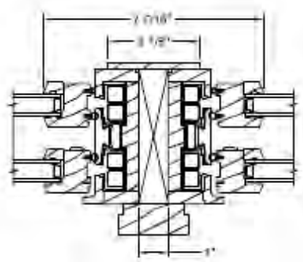
Operator / Operator



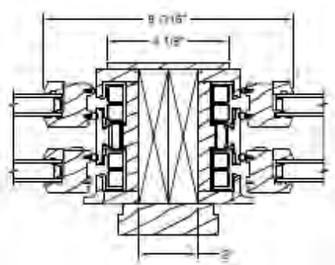
Operator / Stationary



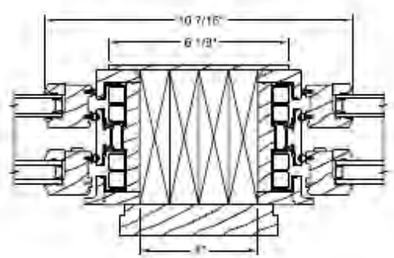
Stationary / Stationary



Operator / Operator
with 1" Solid Spread Mull



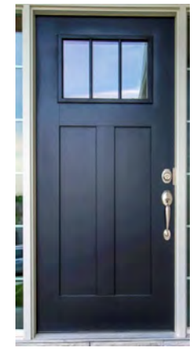
Operator / Operator
with 2" Solid Spread Mull



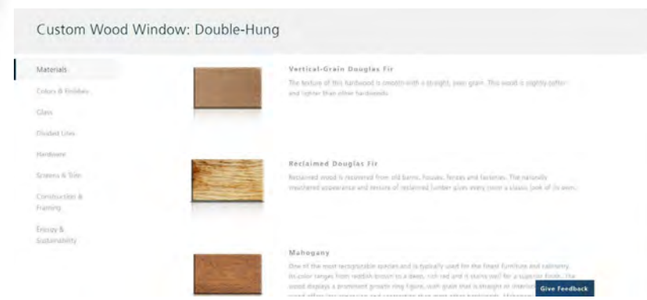
Operator / Operator
with 4" Solid Spread Mull

Product specifications may change without notice.
Questions? Consult JELD-WEN customer service.

Scale: 3" = 1' - 0"



DOOR OPTION 2
FRONT AND REAR DOOR

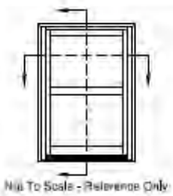


DOOR OPTION 1
FRONT AND REAR DOOR

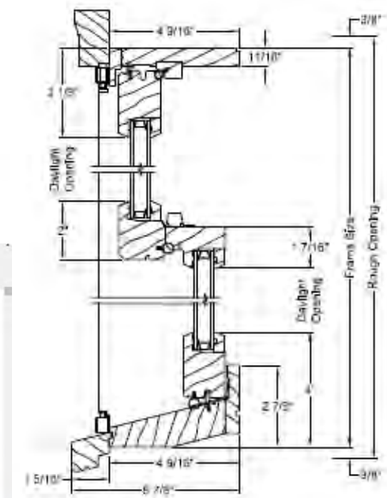
JELD-WEN WINDOWS & DOORS

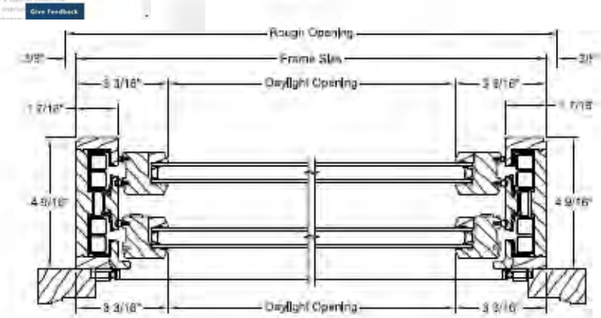
SITELINE®
WOOD WINDOW
DOUBLE-HUNG

OPERATOR SECTIONS



Not To Scale - Reference Only





Product specifications may change without notice.
Questions? Consult JELD-WEN customer service.

Scale: 3" = 1' - 0"

DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

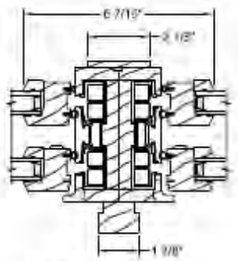
JOB NO.

SHEET
A 4.0

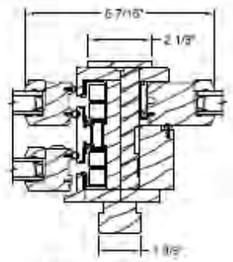
JELD-WEN WINDOWS & DOORS

SITELINE®
WOOD WINDOW
DOUBLE-HUNG

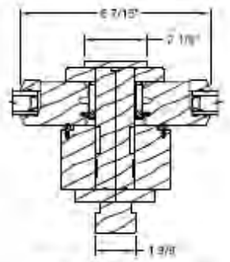
MULLION OPTIONS



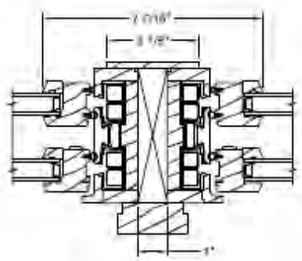
Operator / Operator



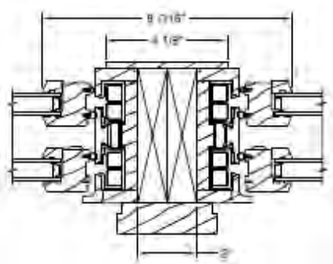
Operator / Stationary



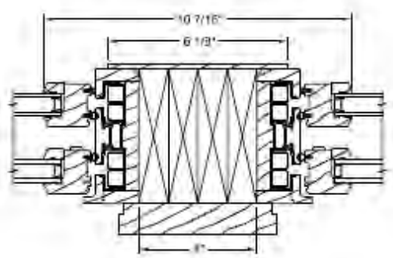
Stationary / Stationary



Operator / Operator
with 1" Solid Spread Mull

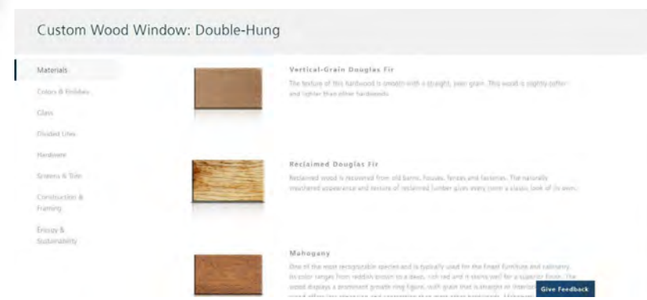


Operator / Operator
with 2" Solid Spread Mull



Operator / Operator
with 4" Solid Spread Mull

Product specifications may change without notice.
Questions? Consult JELD-WEN customer service.

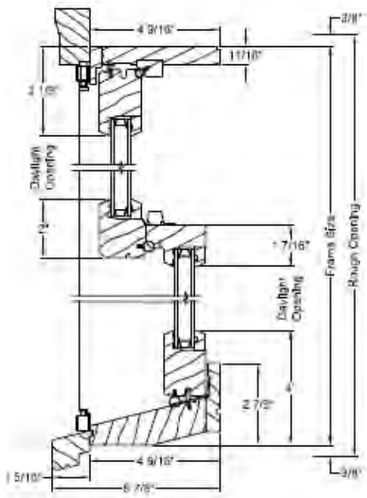


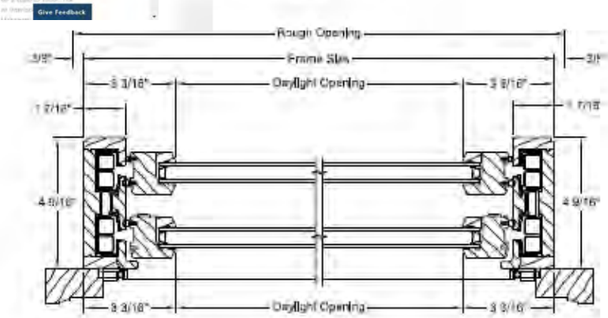
JELD-WEN WINDOWS & DOORS

SITELINE®
WOOD WINDOW
DOUBLE-HUNG

OPERATOR SECTIONS

Not To Scale - Reference Only





Product specifications may change without notice.
Questions? Consult JELD-WEN customer service.

DATE: 11-7-2018
REVISION DATES:
DRAWN: D. BOECK

dlb architects, pc
614 south lahoma avenue norman, ok 73069
PHONE: (405) 919-8242 boeckitekt@gmail.com

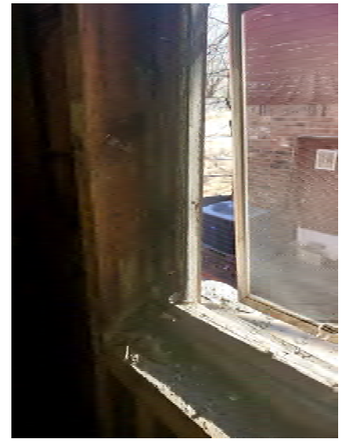
RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

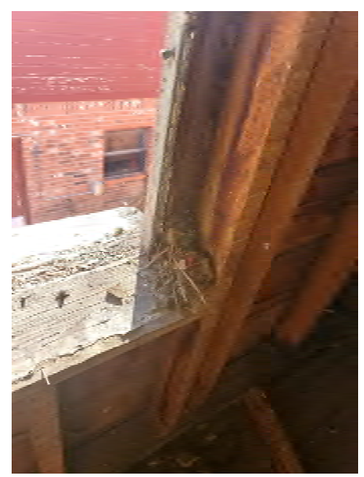
JOB NO.

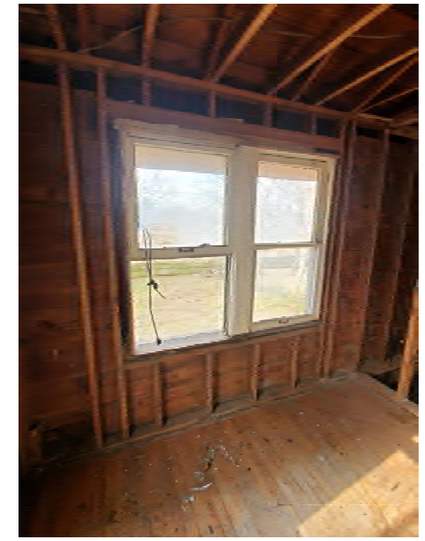
SHEET
A 4.0

SITE COVERAGE INFORMATION

SITE	8,000.00 SF
UNDER ROOF	1,950.00 SF
GARAGE BASE	500.00 SF
GARAGE A	718.00 SF
NEW PAVING BASE	480.00 SF
NEW PAVING A	736.00 SF







IMAGES OF TUYPICAL
FIRST AND SECOND FLOOR
WINDOW DETAILS

dlb architects, pc

614 south lahoma avenue norman, ok 73069

PHONE: (405) 919-8242 boeckitekt@gmail.com

DATE: 11-7-2018

REVISION DATES:

DRAWN: D. BOECK

RENOVATION OF 1320 CLASSEN AVENUE
FOR
RYAN AND BRETT BOGIE
NORMAN, OKLAHOMA 73071

JOB NO.

SHEET

A 4.1

1320

The City of Norman Historic District Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Staff Only Use:	
HD #	20-18
Date	12-7-20
Received by:	

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

Address of Proposed Work:	620 Miller Ave

Applicant's Contact Information:

Applicant's Name:	Levi & Emily Wilkins
Applicant's Phone Number(s):	405-923-0606
Applicant's E-mail address:	emilywilkins@live.com
Applicant's Address:	620 Miller Ave
Applicant's relationship to owner:	☐ Contractor ☐ Engineer ☐ Architect ☒ Other: Self

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

Owner's Name:	
Owner's Phone Number(s):	
Owner's E-mail:	

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

1) Remove vinyl siding and restore original wood siding underneath, replacing pieces with like material only if necessary – Ordinary Maintenance & Repair No COA Needed GLS 12-14-20

2) Replace existing shutters with original wood shutters found in the garage when we purchased the home ↳ HDC Review

3) Rebuild window sills if necessary after removal of vinyl siding – Ordinary & Repair No COA Needed GLS 12-14-20

4)

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

Authorization:

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

Property Owner's Signature:	**Date:** 11/18/20

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

Authorized Representative's Printed Name:	
Authorized Representative's Signature:	**Date:**

Property Location: **620 Miller Avenue**
Miller Historic District

Applicant/Owner: **Emily & Levi Wilkins**

Request: (HD 20-18) Consideration of a Certificate of Appropriateness request for the re-installation of wood shutters for the property located at 620 Miller Avenue.

Historical Information:
1988 Reconnaissance Survey Information:
Circa 1922. Contributing Colonial Revival (Dutch Colonial style) structure, two-story, has concrete foundation, vinyl sided, gambrel roof with Belgian Slate shingles; segmental arched hood over stoop, wood blocks at hood, original fixture; wrought-iron handrail. Central block chimney. Windows are wood double hung, six-over one. Wood panel door with sidelights. Alterations – siding post 1938.

Miller Historic District Nomination Survey Information:
808 Classen Boulevard:
Circa 1923. This contributing Colonial Revival two-story, vinyl-sided, single dwelling has a poured concrete foundation and a gambrel roof clad with asphalt shingles. The wood windows are six-over-one hung and the wood door is paneled and with narrow sidelights. The entry porch features include an internal brick chimney on the south side. Decorative details include double and triple windows and decorative wood shutters. There is an historic one-car garage with a jerkinhead gable roof on the north side.

It is unclear as to the reason for the discrepancy in determination of contribution status. It could be the result of just two different professional opinions. Regardless, the official map of Miller has it designated as a contributing structure to the Miller Historic Distsrict.

Property History:
Certificates of Appropriateness:
August 6, 2012 - A Certificate of Appropriateness was approved for the installation of a garage door.
August 10, 2015 - A Certificate of Appropriateness by Administrative Bypass was issued for the installation of 6' wood stockade fence in the rear yard.

Sanborn Map:
The 1925 and 1944 Sanborn Maps show the same configuration for the house and the garage structure as found today.

Project Description:
One of the former owners removed the original wood shutters and stored them at the house. After re-painting and performing minor repairs, the applicants propose to re-install the original wood shutters.

Preservation Guidelines:
1.4 Secretary of the Interior Standards for Rehabilitation. *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.

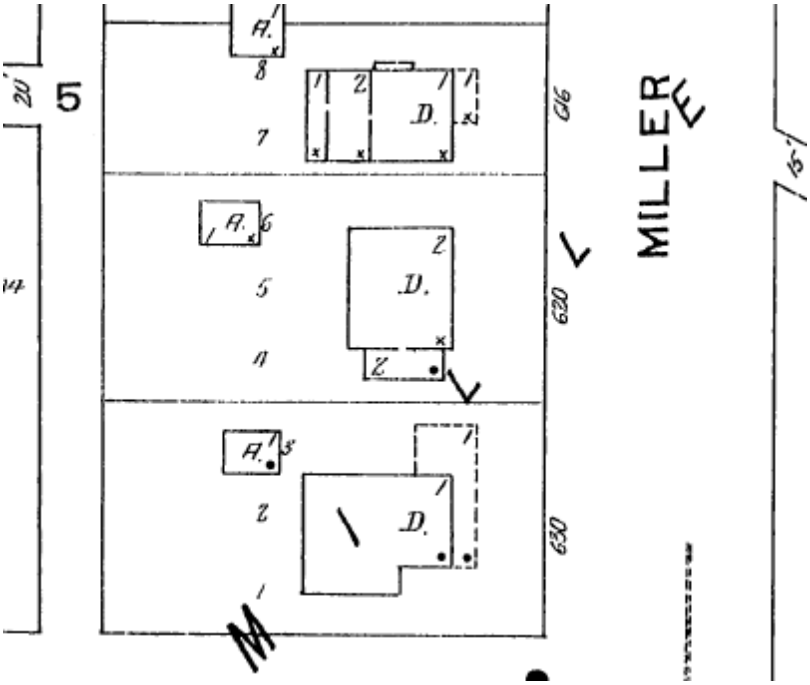
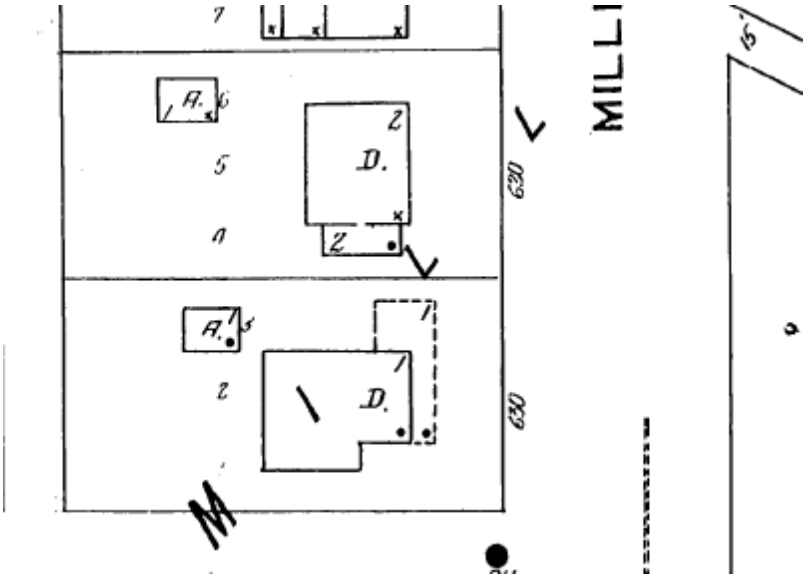
3.1 Exterior Walls
1 Preserve Original Walls*. Retain and preserve exterior walls that con- tribute to the overall historic form and character of a building, including functional and decorative features and details.*
.2 Retain Original Building Materials*. Retain and preserve exterior wall materials 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 build- ings. 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 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 system (EIFS) will not be considered for use in historic structures.*

Staff Comments:
Reinstallation of Wood Shutters:
The applicants are in the process of restoring the exterior walls of their house by removing vinyl siding to expose the wood lap siding underneath. They plan to have the wood siding sanded, repaired and repainted. The windowsills that were removed to install the vinyl siding will be repaired as well. To complete the renovation of the exterior walls the applicants wish to re-install the original wood shutters that the previous owner removed but retained in the garage. These wood shutters will be repaired and repainted before reinstallation.

As indicated in the Guidelines for Exterior Walls, the retention of exterior wall features is encouraged. This request meets the Historic District Guidelines.

Commission Action: Approve or deny the Certificate of Appropriateness request for the re-installation of wood shutters for the property located at 620 Miller Avenue.

620 Miller Avenue (1925 Sanborn Map)



620 Miller Ave (1944 Sanborn Map)