



City of Norman

Historic District Commission
201 W Gray St, PO Box 370
Norman, OK 73070
(405) 366-5392

ATTENTION: IF YOU HAVE RECEIVED THIS LETTER, YOU ARE THE OWNER OF A PROPERTY WITHIN A HISTORIC DISTRICT IN THE CITY OF NORMAN. PLEASE READ IN FULL.

Do you have hail damage to your Historic District Property?



What every Historic District property owner needs to know about repairs of weather-related damage to structures.

As a property owner located in one of the three designated Historic Districts in Norman, there are additional regulations regarding exterior repairs and alterations of the property that must be followed. Chautauqua, Miller and Southridge Historic Districts structures all suffered exterior damage from the hail storm that struck Norman on October 10, 2021. Structures in these three designated Historic Districts commonly suffered damage to roofs, gutters, siding, and windows. The City of Norman's Historic District Ordinance requires a review process and issuance of a Certificate of Appropriateness (COA) before repair or replacement of certain exterior elements. However, the Ordinance also allows for ordinary maintenance and repair under certain conditions without a review process or the issuance of a COA. To help Historic District property owners determine if a review process and COA issuance is required or not, a list of common hail damage repairs along with the required process are provided below.

Review and Issuance of a Certificate of Appropriateness is Required for the Following:

1. **Roofs.** Replacement of roof shingles with shingles of different material composition or size. For example, the replacement of wood roof shingles or red clay roof tiles with asphalt shingles requires review and issuance of COA. Please be in touch with Historic Preservation Officer for review if you need to change the roof material.
2. **Windows/Doors.** Complete replacement of windows or doors requires review and issuance of a COA. If you need to replace windows or doors, regardless of the material composition of the doors or windows, please be in touch with the Historic Preservation Officer for review and issuance of a COA.
3. **Siding.** Replacement of any type of siding with siding of different composition and/or size requires review and issuance of a COA. For example, the replacement



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of wood, metal or vinyl siding with cement fiber boards (Hardie® Siding) requires review. Please be in touch with the Historic Preservation Officer for review and issuance of a COA if you need to change siding material.

No Review or Certificate of Appropriateness (COA) is Required for the Following:

1. **Roofs.** Replacement of asphalt/composite roof shingles with asphalt/composite shingles is allowed. If you wish to alter roof materials please be in touch with the Historic Preservation Officer for review.
2. **Broken Glass.** Broken/cracked window or door glass panes, whether historic or contemporary glass, can be replaced with clear glass. If you have stained glass or other types of glass, please be in touch with the Historic Preservation Officer for review.
3. **Wood Siding.** Replacement of wood siding with wood siding is allowed. Siding replacement must be identical to the existing siding, i.e., same material, width and profile. If you wish to alter the material or size for siding please be in touch with the Historic Preservation Officer for review.
4. **Vinyl/Metal Siding.** Replacement of vinyl or metal siding with identical vinyl or metal siding is allowed without review or a COA. Siding replacement must be identical to the existing siding, i.e., same width and profile. If you wish to alter the material or size for siding please be in touch with the Historic Preservation Officer for review.
5. **Gutters.** Replacement of metal gutters with metal gutters is allowed.
6. **Fences.** Replacement of existing wood, vinyl or metal fences with fence material identical in composition, size, height, and location as the existing is allowed without review or a COA. If you wish to alter materials, size, height or locations of fence please be in touch with the Historic Preservation Officer for review and issuance of a COA.

The City of Norman Historic Preservation Officer can provide additional assistance and resources to historic district property owners. One such resource is a virtual Wood Window Repair Workshop. This workshop is a self-paced course viewable anytime online. The City has a limited number of access passes available to distribute to interested Norman residents. See the attached brochure for more information. To register for the workshop, please contact Anais Starr, Historic Preservation Officer.

If you need assistance, have any questions, concerns or need to apply for a Certificate of Appropriateness, please contact the Historic Preservation Officer, Anais Starr, (405) 366-5392 or Anais.Starr@NormanOK.gov.

For additional information on City of Norman Historic Districts, please visit the Historic District website: normanok.gov.