

**City of Norman, OK  
HISTORIC DISTRICT COMMISSION  
MEETING AGENDA**

**Monday**

**November 7, 2022**

**5:30 p.m.**

**201 W. Gray, City Council Chambers**

**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 October 3, 2022 Regular Meeting.**

Action Needed: Approve or amend the Minutes from last meeting.

**3. HD (22-25) Consideration of Certificate of Appropriateness requests at 610 Miller Avenue submitted by Lance Pound, with Source Management Services, LLC for Joyce Green for:**

- a. Replacement and modification of the roof structure;**
- b. Replacement of discontinued metal roofing material with similar metal roofing material;**
- c. Installation of solar panels on the flat roof top.**

Public Hearing:

Staff Presentation  
Applicant Presentation  
Public Comments  
Close Public Hearing  
Commission Discussion

Action Needed: Consideration of approval, rejection, amendment, and/or postponement of requests a, b, and c.

**4. HD (22-29) Consideration of Certificate of Appropriateness requests at 412 Chautauqua Avenue submitted by J. Kent and Nancy VonBargen for:**

- a. Replacement of existing Masonite lap siding with cement fiberboard siding;**
- b. Replacement of a wood garage door on non-original garage with a metal garage door.**

Public Hearing:

Staff Presentation  
Applicant Presentation  
Public Comments  
Close Public Hearing  
Commission Discussion

**Action Needed:** Consideration of approval, rejection, amendment, and/or postponement of requests a, and b.

**5. HD (22-28) Consideration of a Certificate of Appropriateness request at 645 S. Lahoma Avenue by Vicki Dollarhide for:**

**a. Replacement of the asbestos roof tiles with an alternative roof material.**

Public Hearing:

Staff Presentation  
Applicant Presentation  
Public Comments  
Close Public Hearing  
Commission Discussion

Action Needed: Consideration of approval, rejection, amendment, and/or postponement of the request.

**6. HD (22-30) Commission review and feedback at 635 Chautauqua Avenue submitted by Barrett Williamson, for Joe Deleon for:**

- a. Addition to the house;**
- b. Removal of existing driveway;**
- c. Installation of new approach and drive on south side of the house;**
- d. Construction of new two-story garage in rear yard;**
- e. Installation of a 6' fence side yard fence.**

Action Needed: No action needed - for informational purposes only.

**7. Discussion of Historic District Commission Meeting Calendar for 2022 and 2023.**

Action Needed: No action needed - for informational purposes only.

**8. Staff report on active Certificates of Appropriateness and Administrative Bypass issued since October 3, 2022.**

Action Needed: No action needed - for informational purposes only.

**9. Discussion of progress report regarding the FY 2022-2023 CLG Grant Projects.**

Action Needed: No action needed - for informational purposes only.

**10. Miscellaneous comments of the Historic District Commission and City Staff.**

**11. Adjournment.**

# REHISTORIC DISTRICT COMMISSION

## MINUTES OF

October 3, 2022

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on October 3, 2022 at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray, Building A, the Norman Municipal Complex and at [www.Normanok.gov](http://www.Normanok.gov) 24 hours prior to the beginning of the meeting.

Chair Emily Wilkins called the meeting to order at 5:34 p.m.

### Item No. 1, being: Roll Call.

MEMBERS PRESENT:                   Emily Wilkins  
Barrett Williamson  
Aaron Brooks  
Brent Swift  
Michael Zorba \*

MEMBERS ABSENT:                   Taber Halford  
Mitch Baroff  
Joan Koos  
Shavonne Evans

A quorum was present.

\*Commissioner Michael Zorba left after Item No. 3.

STAFF MEMBERS PRESENT:       Anaïs Starr, Planner II, Historic Preservation Officer  
Jeanne Snider, Assistant City Attorney  
Whitney Kline, Administrative Technician III

GUESTS:                               Joyce Green & Lloyd Bumm, 610 Miller Ave  
Nancy & Kent VonBargen, 412 Chautauqua Ave  
Joshua Shumway, 904 Miller Ave  
Lance Pound

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**Item No. 2, being: Approval of the Minutes from the July 5, 2022 Regular Meeting.**

**Motion** by Barrett Williamson for approval of the minutes from the July 5, 2022 regular meeting;

**Second** by Michael Zorba.

*The motion was passed unanimously with a vote of 5-0. Minutes from the previous meeting were approved.*

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**Item No. 3, being: HD (22-25) Consideration of a Certificate of Appropriateness request for removal of vinyl siding and replacement of damaged wood siding on all exterior elevations, replacement and modification of roof structure, replacement of discontinued metal roofing material with similar metal roofing material, and for installation of solar panels on the flat roof top for the property located at 610 Miller Avenue.**

**Motion** by Brent Swift to approve Item No. 3 as submitted; **Second** by Aaron Brooks.

Anaïs Starr presented the staff report:

- Ms. Starr presented the staff report along with a PowerPoint.
- Ms. Starr discussed how this property had damage from the October 2021 hail storm. Applicant has been working with her insurance company for replacement of the roof and siding.

The applicant's contractor, Lance Pound, and the owners, Joyce Green and Lloyd Bumm discussed the project:

- The applicant brought samples of metal roofing options (Decra Villa Tile, Florida Metal Roofing Barrel Style Metal Tile, and Met-Tile).
- Commissioner Wilkins asked a question about the decorative brown pieces on the vinyl siding. Mr. Pound explained that they were a piece of wood painted brown and placed on there. He was not intending to replace them.
- Commissioner Wilkins asked about the weight of the materials in comparison with what is there currently and would be supported over time. Ms. Green explained they would be similar.
- Mr. Bumm explained that the solar panels would be on the back of the house or on the second level roof where there is a possibility of seeing the top inches depending on where you would be standing.

No public comments were made.

The Commissioners determined that each item of the proposed roof modifications should be discussed and voted on separately.

**Motion** by Brent Swift to amend the current motion and remove the solar panels from the other three items to allow for more information; **Second** by Aaron Brooks. The motion passed 5-0.

#### Siding

**Motion** by Brent Swift to amend the current motion and approve the removal of vinyl siding and replace it with wood siding as submitted; **Second** by Aaron Brooks. The motion passed 5-0.

#### Modification of Roof Structure

Commission discussion consisted of:

The Commissioners determined that the roof awning could be attached without having to add more bracing. The Commissioners found that the addition of a brace would significantly alter the appearance of the facades and did not meet the Preservation Guidelines.

**Motion** by Brent Swift to postpone the replacement and modification of the roof structure as submitted; **Second** by Barrett Williamson. The motion passed 5-0.

#### Replacement of metal roofing

Commission discussion consisted of:

The Commissioners found that none of the metal roofing samples (Decra Villa Tile, Florida Metal Roofing Barrel Style Metal Tile, and Met-Tile) that were presented meet the Historic Preservation Guidelines. The Commissioners asked the applicant to investigate other roof materials, in particular aluminum roof tiles, and return to the Commission with other roof material options.

**Motion** by Barrett Williamson to postpone the metal roofing material to allow the applicant to return with other material options. **Second** by Michael Zorba. The motion passed 5-0.

#### Solar Panels

Commission discussion consisted of:

The Commission would like to see the applicant come back with drawings of the solar panels and how they will be attached.

**Motion** by Barrett Williamson to postpone the solar panels. **Second** by Michael Zorba. The motion passed 5-0.

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**Item No. 4, being: HD (22-26) Commission review and feedback regarding the proposed demolition of existing structure and reconstruction of new structure for the property located at 904 Miller Ave.**

Anais Starr presented the staff report:

- The previous property owner (Ms. Mendros) removed all the windows without seeking a COA in 2020. Her subsequent request for a COA to retain the vinyl windows was

denied. Her appeal of the HD Commission decision was also denied by the City Council. Ms. Mendros sold the property in the fall of 2021. That property owner has stated that he was not aware when the house was purchased that the house had a Historic District Ordinance violation.

- Since last fall, Ms. Starr has discussed this property with a number of prospective property owners and informed all of them of the current historic district ordinance violation.
- In discussions with Mr. Shumway, staff had suggested the prospective buyer seek a feedback session with the Commission regarding the possibility of demolition of the dilapidated structure and replacement with new construction. Ms. Starr indicated that staff had reviewed the property and found it very deteriorated on the inside and would more than likely have to be stripped down to the studs and rebuilt. Ms. Starr suggested to the applicant to come to the Commission and receive feedback to see if demolition and reconstruction is an option before moving forward with a complete COA request.

The applicant, Joshua Shumway, discussed the project:

- Mr. Shumway stumbled upon this property when he was looking for a house for a friend. He realized it was in a Historic District. He spoke with Anais Starr and she informed him of the history of the property and the current historic district violation. When he walked inside the home he quickly realized it needed to be taken down to the studs. The smell of mold showed the house was not being heated or cooled appropriately which is further contributed to the dilapidation.
- Mr. Shumway asked for guidance on moving forward with demolition and reconstruction of a new structure.

There were no public comments made.

Commission Discussion:

- Commissioner Wilkins stated that the Commission would need pictures and documentation in order to determine if a demolition would be appropriate.
- Commissioner Williamson stated that approval of a design would be based upon some assurance that what will be built in its place will be better than what is there right now. The neighborhood is relying on the Commission to protect the neighborhood and not let something worse be built in its place.
- Commissioner Swift questioned the authenticity of the house being an original historic structure. He feels like the house did not start there and may have been moved there.
- Commissioner Wilkins suggested the new structure would need to be similar in massing and scale as a single family home in order to match the other houses in the neighborhood. Rather than a large structure on the corner of a single family home neighborhood.
- Ms. Starr verified the zoning for the property is R-3, multifamily and since the lot is 7000 sq. ft. that either a single family home with an apartment garage or a duplex is allowable.

**Item No. 5, being: HD (22-27) Commission review and feedback on the replacement of the non-original exterior siding for the property located at 412 Chautauqua Avenue.**

Anais Starr presented the staff report:

- Ms. Starr spoke about this property and how at some point stucco was placed over the wood and then covered up by the Masonite. The applicants would like to replace the Masonite with 4, 5, or 6 inch wide cement fiberboard siding.

The applicant, Kent VonBargen, discussed the project:

- Kent VonBargen brought multiple pictures and a sample of the Masonite to show the commission. He explained that in the process of remodeling the front porch several years ago is when they discovered the stucco. They removed both the stucco and wood siding and replaced them with Masonite siding some years ago. He explained that the Masonite siding was damaged in last October's hail storm.

Commission Discussion:

- The Commissioners advised the applicant that removing the Masonite siding and replacing it with 4 inch wide smooth cement fiberboard siding would be most appropriate.
- Applicants plan to return with a COA request cement fiberboard siding.

**Item No. 6, being: Discussion of Historic District Commission Meeting Calendar for 2023.**

- Anaïs Starr presented the calendar and meeting days. Every meeting is scheduled for the first Monday of the month except for January and September which are on the first Tuesday due to holidays.

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**Item No. 7, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since July 5, 2022 and consideration of approval, rejection, amendment and/or postponement of six-month extension requests for expiring COAs.**

904 Miller Ave: Staff has been in contact with new owner's representative. Representative states that the owner did not know about the window violation prior to purchasing. Owner plans to re-sell the property. No change in ownership, property is still for sale.

518 Chautauqua Ave: Work is nearing completion.

620 Miller Ave: Work started but not completed.

518 S Lahoma: Demolition of the non-original addition is complete. Greenhouse has been removed. The construction of the new addition is in progress.

549 S Lahoma: BOA heard appeal, postponed to March 24, 2022, postponed again to April 28, 2022. Postponed to May 25, 2022. Applicant has replaced windows as per issued COAs.

Oklahoma Supreme Court issues a ruling earlier this month regarding applicants request.

503 Tulsa St: Building permit issued and construction is nearing completion.

506 S Lahoma Ave: Work has started.

428 Chautauqua Ave: Building permit issued, and work is nearing completion. Window installed.

904 Classen Blvd: Work has not started.

514 Miller Ave: Building permit has been issued and work is completed.

521 Miller Ave: Building permit has been issued and work is in progress.

508 Macy Street: Work has started, staff has approved the replacement window. Applicant has ordered replacement windows. Waiting on window and siding.

418 Macy Street: Work has not started. Applicant was having difficulty finding smooth cement fiberboard. Siding is now installed.

434 College Ave: Building permit issued. Demolition of attached addition is complete.

720 S Lahoma Ave: Work as not yet started.

COA extension requests: This was the last meeting such a request will need to be made.

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**Item No. 8, being: Discussion of progress report regarding the FY 2022-2023 CLG Grant Projects.**

**2022-2023 Certified Local Government Grant Funds Budget**

**PROJECT 1:** Educational Training - \$1,500

**PROJECT 2:** Memberships Dues for NACP - \$150

**PROJECT 3:** Development of Historic Walking Tour Mobile App \$5,500

**PROJECT 4:** Quarterly Education Postcard - \$1,500

**Total Budget of CLG Funds - \$8,650**

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Staff prepared and mailed a fall educational postcard to the property owners located in Chautauqua, Miller and Southridge Historic Districts.

**Item No. 9, being: Miscellaneous comments of the Historic District Commission and City Staff.**

**Item No. 10, being: Adjournment.**

The meeting adjourned at 7:41p.m.

Passed and approved this \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Emily Wilkins, Chair  
Historic District Commission



Historic District Commission

October 3, 2022

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**Property Location:** 610 Miller Ave  
Chautauqua Historic District

**Owner:** Joyce Green

**Representative:** Lance Pound, Source Management Services

**Request:** HD (22-25) Consideration of Certificate of Appropriateness requests at 610 Miller Avenue submitted by Lance Pound, with Source Management Services, LLC for Joyce Green for:

- a. Replacement and modification of the roof structure;
- b. Replacement of discontinued metal roofing material with similar metal roofing material;
- c. Installation of solar panels on the flat roof top.

**Historical Information:**

**2004 Miller Historic District National Registry Nomination Survey states:**

*610 South Miller Avenue. Ca. 1923. Bungalow/Craftsman. This contributing, two-story, stucco, single dwelling is a noteworthy example of a Craftsman house featuring a strong Spanish Colonial Revival influence. The building has a stucco foundation and a flat roof with vinyl-clad flat parapets and red ceramic tile canopies. The wood windows are vertical, four-over-one, hung and the wood door is glazed paneled with sidelights. The wraparound porch has full-height stucco piers and stucco walls with rectangular openings featuring rounded corners and contrasting banding. Other exterior features include a stucco-clad exterior chimney on the north side. Decorative details include exposed rafters and double and ribbon windows.*

**Sanborn Insurance Maps**

The 1944 Sanborn Insurance Map indicates the principal structure in the same location with a similar configuration as seen today. The Map also indicates a garage structure behind the house, which is no longer present.

**Background Information:**

**Property History**

The following Certificates of Appropriateness (COA) requests for this property have been approved or denied for this property:

**October 3, 2022** - A COA was issued for the removal of vinyl siding and replacement of damaged wood siding on all exterior elevations. The request for replacement and modification of the roof structure, replacement of discontinued metal roofing material with similar metal roofing material, and for installation of solar panels were postponed to allow the applicant to provide additional information.

**Project Description:**

The property owner, Joyce Green, is seeking to repair damage suffered to the exterior walls and roof from the October 21, 2021 hail storm that hit the Miller Historic District.

At last month's meeting, the Commission approved the removal of both the vinyl and wood siding and the replacement with new wood siding that has the same profile as the original wood siding for the exterior walls.

In addition, the original red "barrel" metal roof panels were heavily damaged and the applicant is seeking to replace these metal panels with an appropriate metal roof panel. At last month's meeting, the Commission determined that none of the submitted metal panel samples were acceptable replacements. The Commission suggested the applicant try seeking aluminum metal panel samples instead of just steel panel samples. The Commission postponed this request to a future meeting to allow the applicant time to gather more samples. As of this writing of this report, the applicant had not received any additional samples, however, she is hopeful that they will arrive prior to the meeting and she will share those samples the night of the meeting.

At last month's meeting, the applicant's contractor had found the roof awnings, which hold the red metal roof panels, were severely deteriorated and needed to be replaced in their entirety. In addition, the contractor has indicated that the roof awnings will need to be strengthened in order to support the weight of the metal roof panes. The contractor had proposed the addition of a support arms on the underside of the roof awning along the entire expanse of the awning to provide the additional strength. Upon discussion, the Commission determined that more information about the components of the roof awnings was needed in order to determine if indeed a brace was needed. The Commission postponed this request to allow the applicant's contractor time to remove the deteriorated wall and roof awnings to reveal the underlying support structures for the roof awning and to provide his findings at the next Commission meeting.

Replacement of the exterior walls approved at last month's meeting has been delayed due to rain. As of writing of this report, the contractor hopes to start on the project early next week and then will be able to report the results of his investigation of the underlying structure of the roof awning's support system at the meeting.

Ms. Green is also interested in installing solar panels on the flat part of the roof structure. Since the proposed solar panels may have limited visibility from the right-of-way, they would require Commission's review and approval. At last month's meeting, the Commission requested drawings that would illustrate the solar panel attachment to the roof. This item was postponed to allow time for the applicant to have the drawings prepared. The applicant has been focused on the other two proposed work items and at this time does not have the solar panel drawings and is requesting postponement to a future meeting.

**Preservation Guidelines:**

***Exterior Walls***

**3.1 Standards for Administrative Bypass**

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

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

**3.2 Guidelines**

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

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

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

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

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

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

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

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

## **Wood Features**

### **3.3 Guidelines**

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

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

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

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

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

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

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

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

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

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

## **Roofs**

### **3.9 Standards for Administrative Bypass**

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

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

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

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

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

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

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

### **3.10 Guidelines**

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

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

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

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

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

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

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

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

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

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

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

### **Utilities and Energy Retrofit**

#### **3.17 Standards for Administrative Bypass**

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

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

- a. Metal storm windows and windows with painted, stained, or baked-enamel finish color compatible with the color of the existing window or door. Unfinished or clear anodized aluminum finishes are not permitted.*
- b. Storm windows and doors that do not obscure or damage the existing window/door and/or frame.*

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

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

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

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

#### **3.18 Guidelines**

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

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

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

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

4. **Solar Panels.** *Avoid installing solar panels on the street side of the house or permanently altering roof with the installation of solar panels. Panels shall be installed flat and not alter the slope of the roof. They shall be positioned behind existing architectural features such as parapets, dormers, and chimneys to limit their visibility.*
5. **Compatibility.** *Use solar panels and mounting systems that are compatible in color to the property's roof materials.*
6. **Free-Standing Solar Racks.** *Free-standing solar racks larger than 120 square feet will be considered on a case-by-case basis. Solar racks installed at the rear of the property with no or limited visibility and create a shade structure or installed on an outbuilding, such as on a garage roof.*
7. **Low Pitch Roofs for Solar Panels.** *Low pitch roofs may utilize low-profile panels on non-street-facing roof planes. Avoid roof racks that elevate the panels or are at a different pitch than the roof.*
- .8 **Solar Shingles.** *Solar shingles may be installed on sloped roof-surfaces and are less intrusive than panels. However, removal of historic materials must be avoided.*
- .9 **Flat Roofs.** *On structures with flat roofs, solar panel installations are to set back from the roof edge to minimize visibility. Pitch and elevation shall be adjusted to reduce visibility from public right-of-way.*

**Staff Comments:**

The request for replacement roof material, modification of the roof awing structure and the installation of solar panels were all postponed to allow the applicant time to gather additional information. The applicant anticipates being able to provide additional samples and information regarding the structure at the meeting.

The *Historic Preservation Guidelines for Roofs* states that "the structure of the roof" should not be altered. Because the proposed supports will be an alteration to the original roof awning design and some supports may be visible from the street right-of-way, a review by the Commission is required to see if this meets the Preservation Guidelines. The applicant hopes to have pictures of the deteriorated roof awning to allow for a more complete discussion regarding the necessity of support arms for the roof awnings. If support arms are the ultimate request, the Commission would need to determine if the addition of support arms meets the Preservation Guidelines and whether it impacts this historic structure.

The *Historic Preservation Guidelines for Roofs* require the review of roof replacements if the proposed material is different the original historic material. As stated earlier, the samples provided at last month's meeting were not ideal, and the Commission requested additional samples. The applicant hopes to provide those samples at the meeting. The Commission would need to determine if the proposed metal panels meet the Preservation Guidelines and are an acceptable replacement material in this case.

As indicated earlier, the applicant will be requesting to postpone the review of the solar panels to a later date.



**Commission Action:** Consideration of approval, rejection, amendment, and/or postponement of Certificate of Appropriateness requests at 610 Miller Avenue submitted by Lance Pound, with Source Management Services, LLC for Joyce Green for:

- a. Replacement and modification of the roof structure;
- b. Replacement of discontinued metal roofing material with similar metal roofing material;
- c. Installation of solar panels on the flat roof top.

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

Staff Only Use

HD Case #: 22-25

Date: 9-9-22

Received by: *A. Star*

**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:** 610 Miller Ave, Norman, OK 73069

**Applicant's Contact Information:**

Applicant's Name: Lance Pound w/ Source Management Services, LLC

Applicant's Phone Number(s): (405) 795-8949

Applicant's E-mail address: lancepound@sourcemgt.com

Applicant's Address: PO Box 547, Jones, OK 73049

Applicant's relationship to owner:  Contractor  Engineer  Architect

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

Owner's Name: Joyce J. Green

Owner's Phone Number(s): 405-812-7536

Owner's E-mail: jjgreen11@cox.net

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

- 1) Remove Vinyl siding. Remove damaged wedge wood siding and repair/replace with new wedge wood siding.
- 2) Repair and replace roof/awning section per architect drawings.
- 3) Replace discontinued metal roofing material with similar metal roofing material.
- 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:** *Joyce J. Green*

**Date:** 9/8/22

(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:**

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

**Application Submittal Steps:**

<b>Step 1</b>	Review guidelines for proposed work in the Historic Preservation Handbook available at City of Norman website: ( <a href="http://www.normanok.gov/planning/historic-preservation">http://www.normanok.gov/planning/historic-preservation</a> ) or by calling 405-366-5392).
<b>Step 2</b>	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or <a href="mailto:anais.starr@normanok.gov">anais.starr@normanok.gov</a>
<b>Step 3</b>	Submit the following items by <b>12:00 p.m.</b> on the deadline date.
<input checked="" type="checkbox"/>	<b>It is strongly recommended that you meet and /or discuss your proposed work with the Historic Preservation Officer, prior to the submission deadline!</b>
<input checked="" type="checkbox"/>	<b>Completed Application Form</b>
<input checked="" type="checkbox"/>	<b>Application Fee of \$75</b>
<input checked="" type="checkbox"/>	<b>Copy of Property Deed to demonstrate ownership. If you do not have a copy, one may be obtained through the Cleveland County Court Office, 405-366-0240.</b>
<input checked="" type="checkbox"/>	<b>Site Plan, Elevation Drawings if needed and all other required supporting documents</b>
<input checked="" type="checkbox"/>	<b>Certified Adjacent Property Ownership List. A Radius Map delineating the adjacent property owners will be furnished and must be used to compile the list of the adjacent property owners. The adjacent property owner list must be certified by a licensed lawyer, engineer, surveyor, or abstract company.</b>

**COA Application Review Process:**

- 1) Your application, along with the filing fee and supporting documents, must be submitted by **noon** on the filing deadline in the Planning Department (201 W Gray Street, Building A).
- 2) After your application and required supporting documents are filed, the Historic Preservation Officer will review the application to ensure it is complete. Incomplete applications will not be forwarded to the Commission. If the COA request for proposed work is complete, it shall be placed upon the next month's Historic District Commission Meeting agenda for a public hearing. A legally required sign will be posted in the yard of the property of the request at least 7 days prior to the meeting. This sign must remain until 10 days after the public hearing for the COA request. At least 5 days prior to the meeting, a notification letter of your application request will be mailed to all adjacent property owners. These owners, and any other citizen, may attend the public hearing in support or protest of your request.
- 3) At the Commission meeting approximately one month after you file your completed application (first Monday of each month), your request will be considered at a public hearing. You will be sent notice of this meeting along with a staff report. You or a designated representative must be present at the meeting. The city staff will introduce your request, you and any interested citizen will have the opportunity to speak to the Commission concerning the request. After presentation of the request, the Commission will discuss and vote to approve or deny the request. Applicants may appeal a denial of their request to the City Council.
- 4) If you have any questions, please contact the Historic Preservation Officer at (405)366-5392.

Revenue: \$318.75

Filing: \$13.00

C 13.00

**WARRANTY DEED**  
**(Statutory Form)**

Doc#: R 2006 44603  
Bk&Pg: RB 4246 72  
Filed: 10-02-2006 JRB  
04:38:10 PM WD  
Cleveland County, OK

KNOW ALL MEN BY THESE PRESENTS:

17PP

THAT **M. Elyse Bogart, A Single Person**, party of the first part, in consideration of the sum of Ten Dollars (\$10.00), and other valuable consideration, in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto **Joyce J. Green**, party(ies) of the second part, the following described real property and premises situated in Cleveland County, State of Oklahoma, to-wit:

**Lots Nine (9) and Ten (10), in Block Five (5), of CLASSEN-MILLER ADDITION, to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.**

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

LESS AND EXCEPT any interest in and to all of the oil, gas and other minerals which have been previously reserved or conveyed of record. AND SUBJECT to Existing Zoning Ordinances, Easements, Rights-of-Way or Restrictive Covenants of record.

TO HAVE AND TO HOLD said described premises unto the said party(ies) of the second part, their heirs, successors and assigns, forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

Signed and delivered this 29th day of September, 2006.

  
\_\_\_\_\_  
M. Elyse Bogart

**State of Oklahoma**  
**Cleveland County**  
**Documentary Stamps**  
**\$ 318.75**

State of Oklahoma )  
County of Cleveland )

Before me, the undersigned, a Notary Public, in and for said County and State, on this 29th day of September, 2006, personally appeared **M. Elyse Bogart, A Single Person**, to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that she executed the same as her free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.



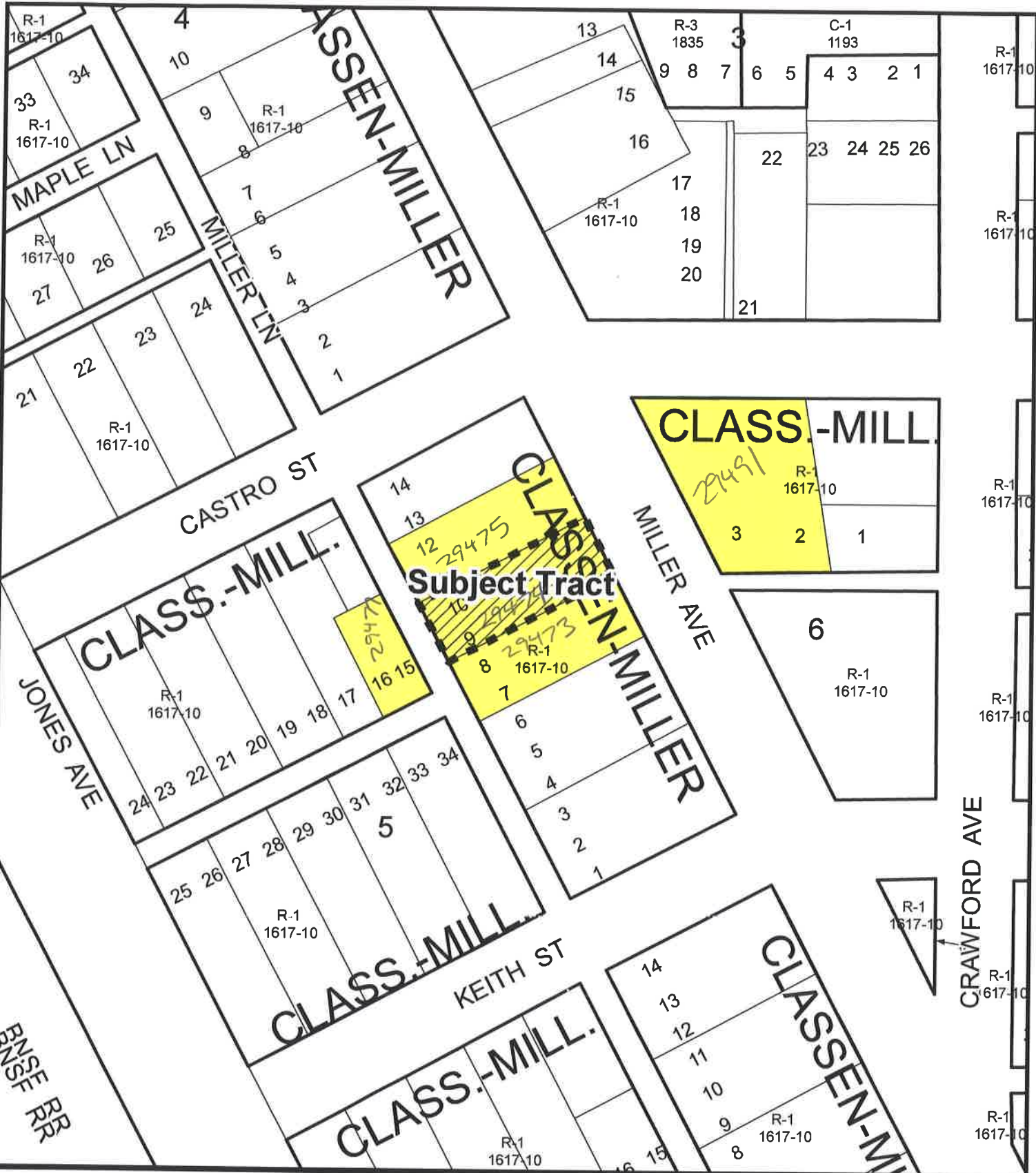
My Commission Expires

  
\_\_\_\_\_  
Notary Public

Cleveland County Abstract Company  
122 E. Eufaula, Norman, Ok. 73069  
CCA File #601017

Mail Tax Statement to:  
Bank of America  
900 W. Trade Street  
Charlotte, North Carolina 28255-0001  
Loan #6016094358

Mail Deed To:  
Joyce J. Green

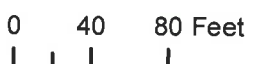
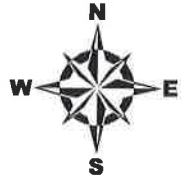


# Radius Map








## Adjacent Radius

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



August 24, 2022

-  Subject Tract
-  Radius
-  Zoning
-  Parcels
-  Notification Area

G:\GIS\GIS\Map3\map3radius\RadiusMap\_Archival\GISradiusmap.mxd

















# MET-TILE

*The Classic Beauty of Tile . . .  
and High Performance of Metal!*



**COTILLION WHITE**



**GALLERY BLUE**



**CORAL BLUE**



**BRAVO RED**



**MOROCCO RED**



**MEADOW GREEN**



**MISSION CLAY**



**SPANISH TILE RED**



**RANCHWOOD BROWN**



**SLATE GRAY**

## MET-TILE

### Specifications:

- 26 Gauge Galvalume Steel Substrate
- Stucco Embossed Surface
- Low Gloss, Kynar 500® (PVDF) Coating

Please visit [www.mcelroymetal.com/university](http://www.mcelroymetal.com/university) to view educational videos about substrates and coatings.

Colors are representative of colors offered and are not intended for matching purposes.



Metal Roof & Wall Panels

For more information:  
318-747-8000  
[www.mcelroymetal.com](http://www.mcelroymetal.com)

*Cool Colors*

# MET-TILE

*The Classic Beauty of Tile . . .*

*and High Performance of Metal!*



***Met-Tile*** is a panelized roofing system, which means installation takes a fraction of the time required for ceramic tiles. In fact, a single Met-Tile panel can cover as much area as 80 individual ceramic tiles. Panels are installed vertically from eave to ridge and secured with screw fasteners.

*The stylish beauty  
of **MET-TILE**  
adds elegance  
to any project!*



**McElroy Metal's** Met-Tile roofing panel provides the appearance of ceramic tile roofing with all the advantages and performance of metal.

*Met-Tile is lightweight, energy efficient and aesthetically attractive. A Met-Tile roof looks so much like tile, most people are surprised to learn that it is metal!*

  
**MCELROY  
METAL**  
Metal Roof and Wall Panels

# MET-TILE

*The Classic Beauty of Tile . . .  
and High Performance of Metal!*



## The Met-Tile System

Met-Tile roofing panels features a Galvalume® steel substrate with low gloss Kynar 500® (PVDF) coating system. This combination of substrate and coating is proven to provide the best long-term performance for metal panels. For more information about substrates and coatings, please visit:

[www.mcelroymetal.com/substrate-and-coating-facts.html](http://www.mcelroymetal.com/substrate-and-coating-facts.html)

As an added feature, Met-Tile's low gloss coating removes the shininess often associated with metal panels resulting in a more attractive and realistic appearance. A standard stucco embossed finish also improves aesthetics.



## Environmental Attributes

Metal roofing is widely recognized as a green building material. In addition to being manufactured with a high content of recycled materials, Met-Tile panels are highly reflective and will reduce energy consumption. All Met-Tile colors are classified as "cool", which means they have a minimum reflectivity value of .25.

## An Excellent Reroof Panel

Met-Tile is frequently used to reroof existing residential roofs. And, Met-Tile can be installed directly over existing shingles which eliminates the need for costly shingle removal and disposal fees. Often a #30 felt underlayment is installed over existing shingles.

**Note:** Installation techniques and building codes vary across the country. Local contractors should be consulted to determine factors such as code requirements, use of underlayments, and trim designs.

## Commercial and Residential Applications

Met-Tile is equally well-suited for both residential and commercial applications. A wide assortment of attractive colors add beauty and curb-appeal to any project.

### **Met-Tile Specifications and Technical Data**

**Met-Tile must be installed over solid deck**

**Panel Lengths: 2' - 20' (in 1 foot increments)**

**Panel Width: 38 5/16"**

**Panel Coverage: 36 3/16"**

**Substrate: 26 Gauge Galvalume® Stucco Embossed Only**

**Coating: Low Gloss, Kynar 500® (PVDF)**

**Fire Rating: Class A and C Ratings for New Construction  
(Depending on Substrate)**

**Florida Building Code: FBC #17905.1**

1500 HAMILTON RD.  
BOSSIER CITY, LOUISIANA 71111  
[www.mcelroymetal.com](http://www.mcelroymetal.com)  
email: [info@mcelroymetal.com](mailto:info@mcelroymetal.com)

**MET-TILE**



**Panel / Trim / Accessories**

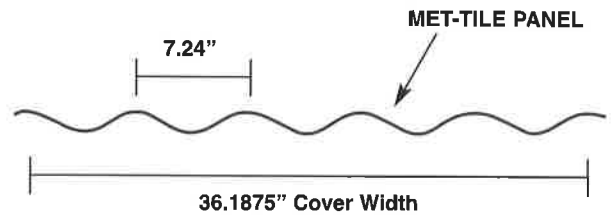


# MET-TILE



## Met-Tile

Met-Tile is manufactured in Sunnyvale, TX.



## Notes:

- Standard Panels:
  - 26 gauge Galvalume® substrate embossed with Kynar 500® coating.
- Minimum Slope:
  - Minimum slope with tape is 1 1/2:12 and without tape is 3:12.
- Standard minimum length is 2' and standard maximum length is 20'.
- Met-Tile panels are to be used as roof panels only.
- Met-Tile must be installed over solid deck.
- Standard trim is 26 gauge.
- Oil canning is inherent in all metal panels and is not cause for panel rejection.
- Contact a McElroy representative for specific pricing, lead times and special colors or gauges that may not be on a McElroy Metal color chart.
- Contents of this manual are subject to change without notice. To confirm this manual is the most current copy, visit [www.mcelroymetal.com](http://www.mcelroymetal.com).

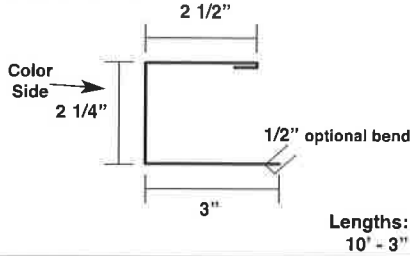


# MET-TILE

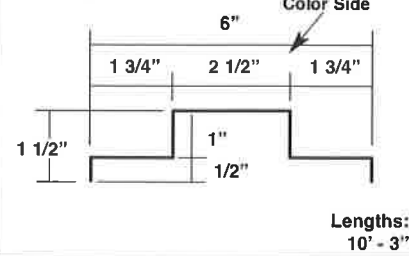
## TRIM

26 GA

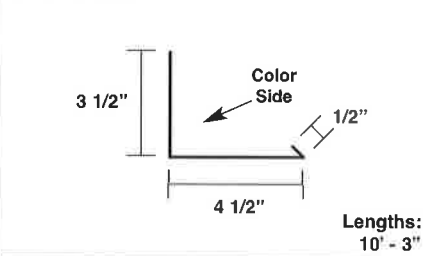
**Cap Trim**  
Item #: 38381



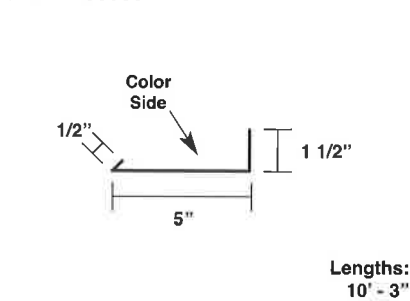
**Counter Flashing Trim**  
Item #: 38382



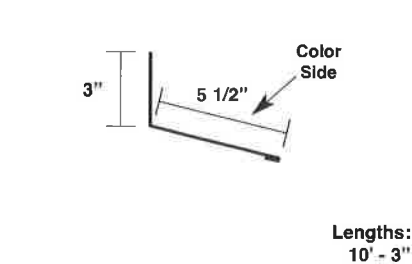
**Cricket / Saddle Leg**  
Item #: 38412



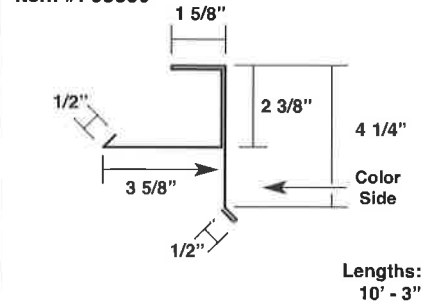
**Flared Edge Trim**  
Item #: 38383



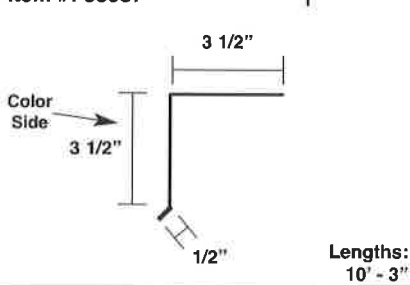
**Commercial Hi-Side Tie-In Trim\***  
Item #: 38384



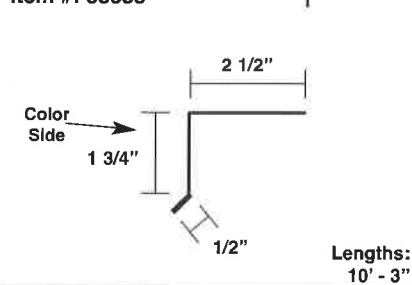
**Commercial Rake Trim**  
Item #: 38386



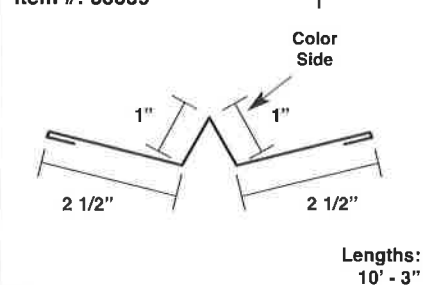
**Contoured Eave Trim\***  
Item #: 38387



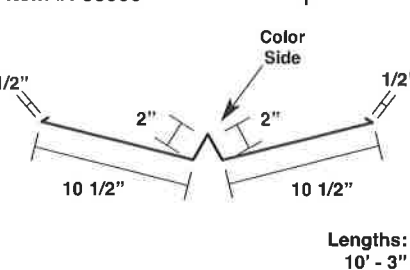
**Commercial Eave Trim\***  
Item #: 38388



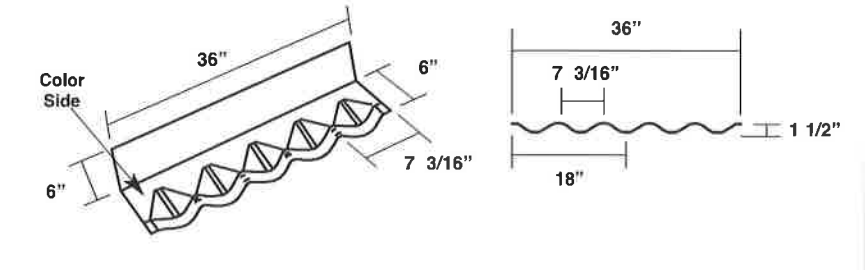
**Valley Cover Trim\***  
Item #: 38389



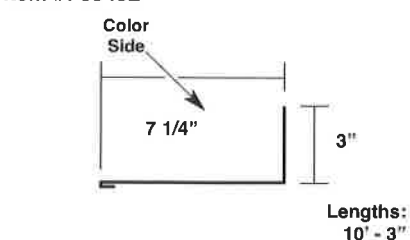
**Valley Pan Trim\***  
Item #: 38390



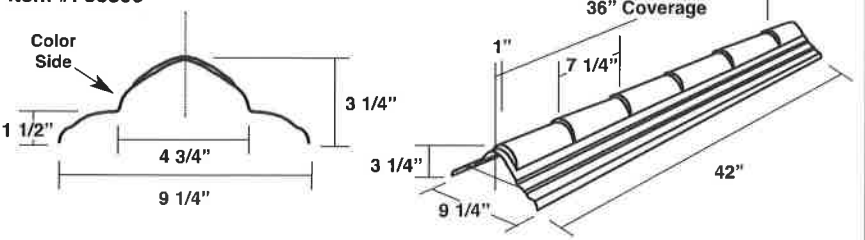
**Contoured Hi-Side Tie-In Trim**  
Item #: 38396



**Rake Tie-In Trim**  
Item #: 38432



**Contoured Ridge / Hip Trim**  
Item #: 38395



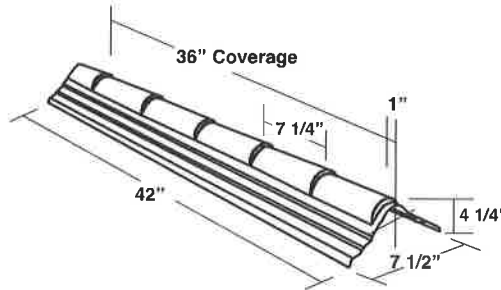
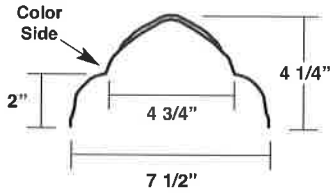
\*specify roof pitch

(H) Indicates an open hem - All other hems are closed.

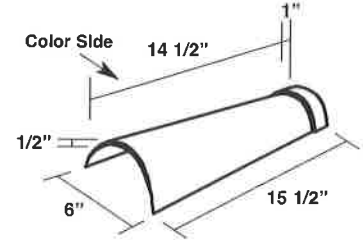
# MET-TILE

## TRIM

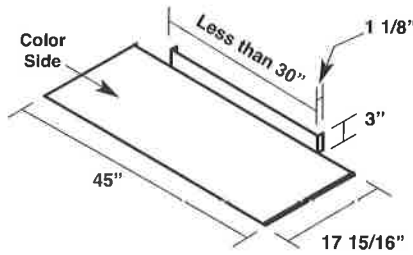
**Contoured Rake Trim**  
Item #: 38394



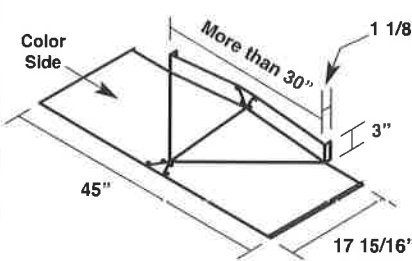
**Spanish Ridge / Hip / Rake Trim**  
Item #: 38393



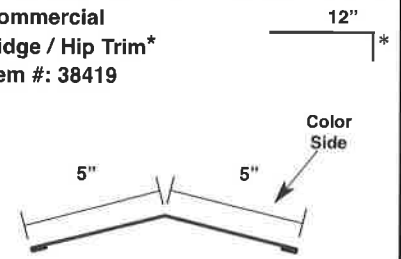
**Saddle (Finished)**  
Item #: 38418



**Cricket (Finished)**  
Item #: 38417

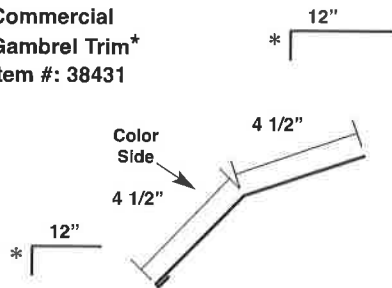


**Commercial  
Ridge / Hip Trim\***  
Item #: 38419



Lengths:  
10' - 3"

**Commercial  
Gambrel Trim\***  
Item #: 38431



Lengths:  
10' - 3"

### Notes:

\*specify roof pitch

(H) Indicates an open hem - All other hems are closed.

# MET-TILE

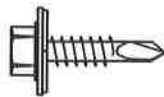
## ACCESSORIES

#9 - 15  
Type A Woodgrip  
(Part # Varies by Color)



Lengths:  
1"  
1 1/2"  
2"  
2 1/2"

1/4 - 14 x 7/8"  
LAPTEK Self Driller Sealer  
(Part # varies by color.)



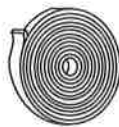
#10 - 12 x 1"  
Type A Pancake Head  
Woodgrip - Plain  
Item #: 36116001



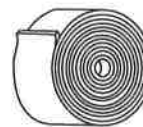
Met-Tile Touch-Up Paint Pen  
(Part # Varies by Color)



Butyl Tape Sealant  
3/32" x 1" x 45'  
Item #:95335



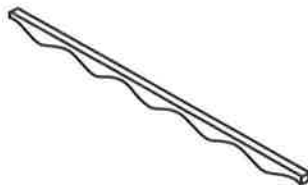
Sealskin Tape  
17/64" x 6" x 50'  
Item #: 91507



Sikalastomer Butyl Sealant  
Item #: 95342

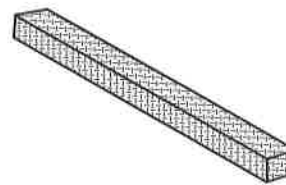


Met-Tile Closure  
Item #: 91498



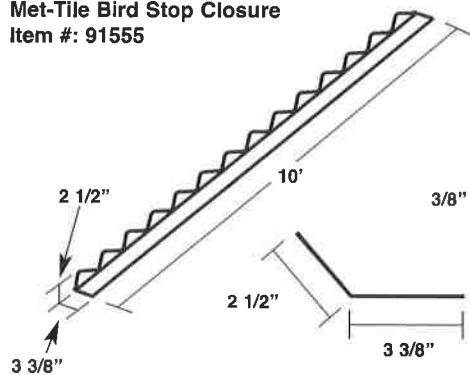
Lengths:  
3'

Met-Tile Universal Closure  
Item #: 91506

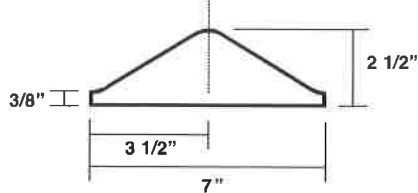


Lengths:  
10'

Met-Tile Bird Stop Closure  
Item #: 91555



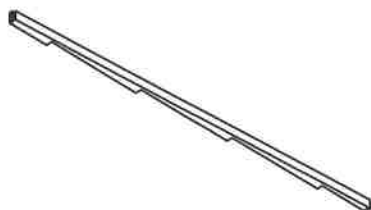
Front View



Dektite Pipe Flashing  
Item #:  
1 3/4" to 3 1/4" = 97243  
1/4" to 4" = 97244  
3" to 6" = 97240  
5" to 9" = 97241  
7" to 13" = 97249



Stepped Down Closure  
Item #: 95021



Lengths:  
3'



☆ MANUFACTURING LOCATIONS ● SERVICE CENTERS ★ MANUFACTURING AND SERVICE CENTER



**CORPORATE OFFICE**  
1500 HAMILTON RD.  
BOSSIER CITY, LA 71111

**MANUFACTURING LOCATIONS**

ADELANTO, CA	ASHBURN, GA	BOSSIER CITY, LA	CLINTON, IL	DIAMOND, MO
HOUSTON, TX	LEWISPORT, KY	MARSHALL, MI	MAUSTON, WI	MERKEL, TX
	PEACHTREE CITY, GA	SUNNYVALE, TX	WINCHESTER, VA	

**McELROY METAL**  
**SERVICE**  
C E N T E R

17031 Koala Road Adelanto, CA 92301	5215 Leo St. Alexandria, LA 71301	1007 Wilso Dr, Baltimore, MD 21223	1500 Hamilton Rd. Bossier City, LA 71111
3052 Yadkin Road Chesapeake, VA 23323	9476 Meadowbrook Rd. Clinton, IL 61727	3215 Highway 59 Diamond, MO 64840	390 N. Valley Dell Dr. Fenton, MO 63026
409 Lovejoy Road Ft. Walton Beach, FL 32548	3014 Lincoln Court Garland, TX 75041	1440 Aldine Bender Road Houston, TX 77032	10504 E. 59th Street Indianapolis, IN 46236
9435 US Hwy. 60 W. Lewisport, KY 42351	1020 Veterans Street Mauston, WI 53948	5123 Terminal Dr. McFarland, WI 53558	514 Cave Road Nashville, TN 37210
8304 Hwy. 70 E. North Little Rock, AR 72117	613 North Bierdeman Rd. Pearl, MS 39208	8511 Industrial Drive Pearland, TX 77584	2755 Hwy 60 Pendergrass, GA 30567
7450 Tower Street Richland Hills, TX 76118	8200 Berry Ave. Suite 100 Sacramento, CA 95828	1365 Dean Forest Rd. Savannah, GA 31405	7355 Oakley Industrial Blvd. Union City, GA 30291
	1144 Silstar Rd. West Columbia, SC 29170	325 McGhee Rd. Winchester, VA 22603	

Website: [www.mcelroymetal.com](http://www.mcelroymetal.com) • E-mail: [info@mcelroymetal.com](mailto:info@mcelroymetal.com)

## Joyce Green

---

**From:** Lance Pound <lancepound@sourcemgt.com>  
**Sent:** Thursday, September 8, 2022 5:59 PM  
**To:** Joyce Green  
**Subject:** EXTERNAL EMAIL : Fwd: Lance pound

Lance Pound

Begin forwarded message:

**From:** Lon Gorsch <LGorsch@historicexteriors.com>  
**Date:** June 8, 2022 at 10:02:27 AM CDT  
**To:** lancepound@sourcemgt.com  
**Subject:** FW: Lance pound

Lance,

Sorry for not getting back to you sooner. I should have some time tomorrow to give you call to discuss. What time works for you?

We have the ability to fabricate a similar tile. We have done so in the past. I have attached a couple of photos. We have a couple of options for materials.

1. 26 ga. Mill finish galvanized
2. 16 oz. Copper
3. Una Clad (Firestone) Kynar Finished 26 ga. (verify color availability)



**Lon Gorsch**  
**Project Manager**

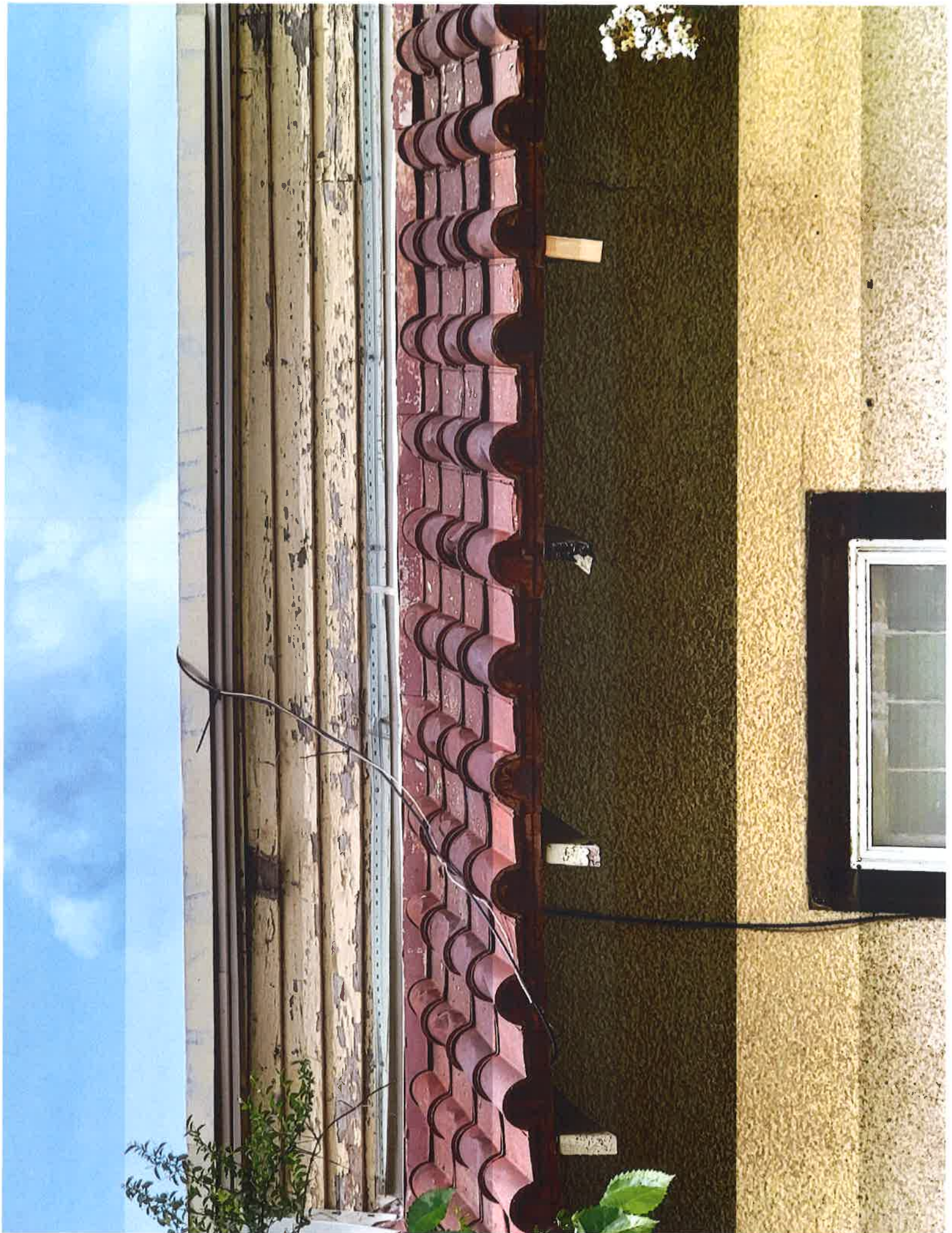
**Main:** 1-800-699-5695

**Cell:** 815-378-1007

**Email:** [lgorsch@historicexteriors.com](mailto:lgorsch@historicexteriors.com)

[www.historicexteriors.com](http://www.historicexteriors.com) | [See our 5-star reviews](#)

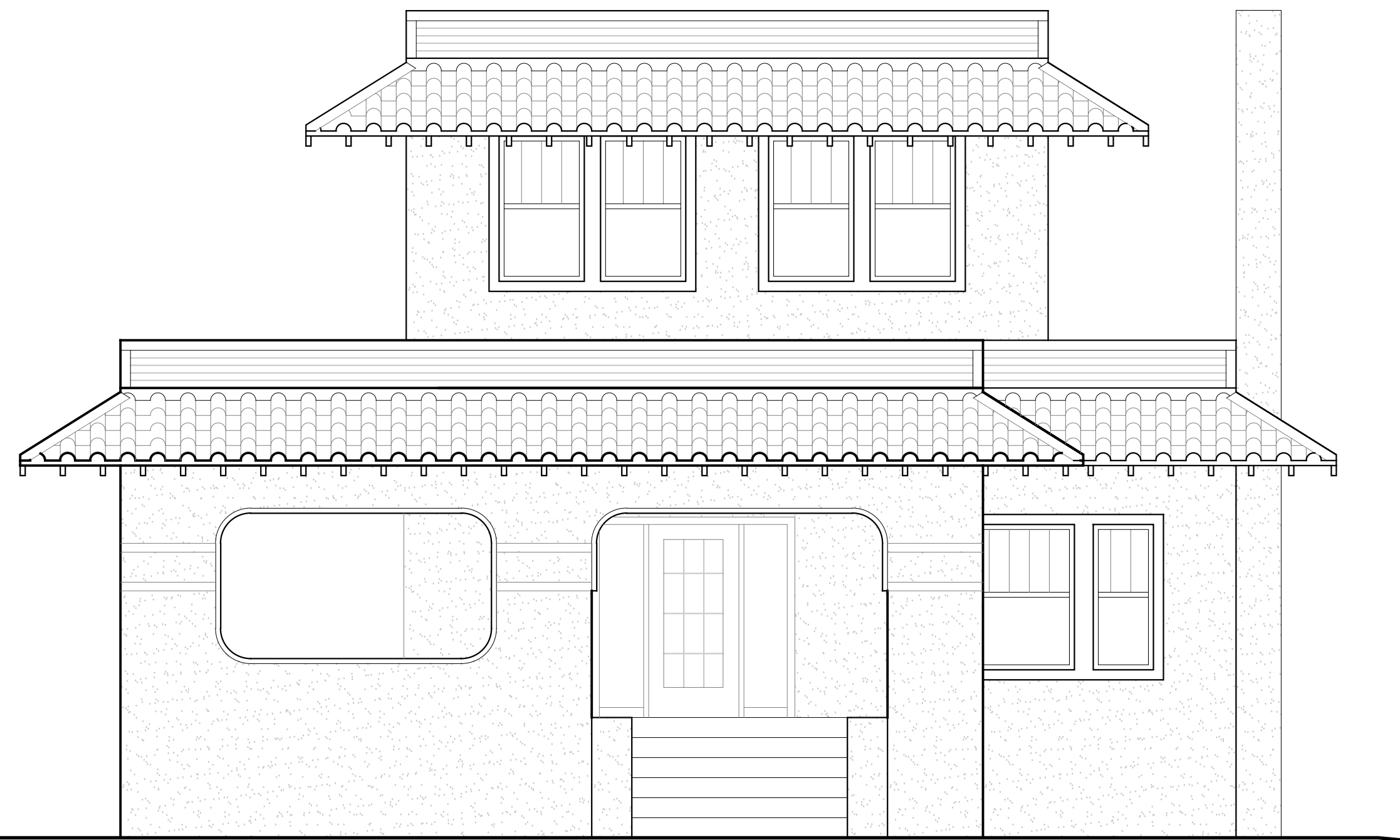
**Confidentiality Notice:** This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute, or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information.



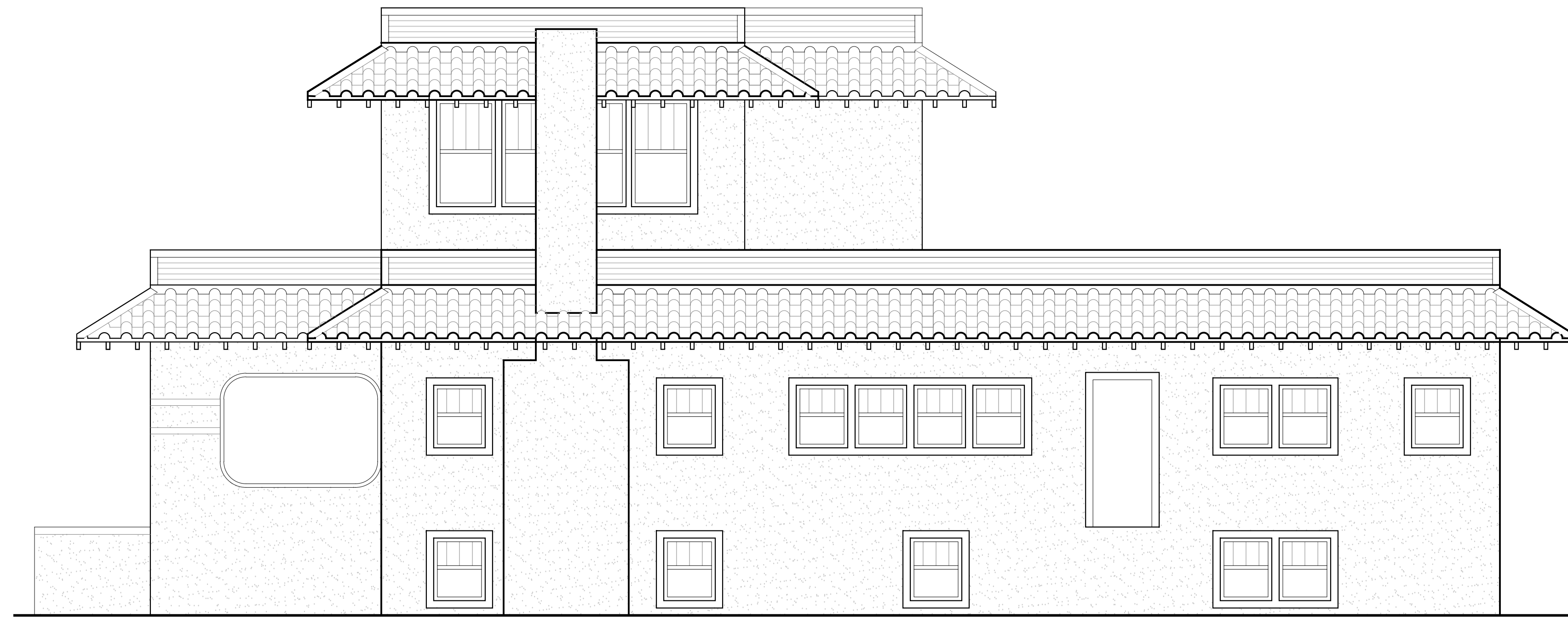








**A** EAST ELEVATION  
SCALE: 1/4"=1'-0"



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

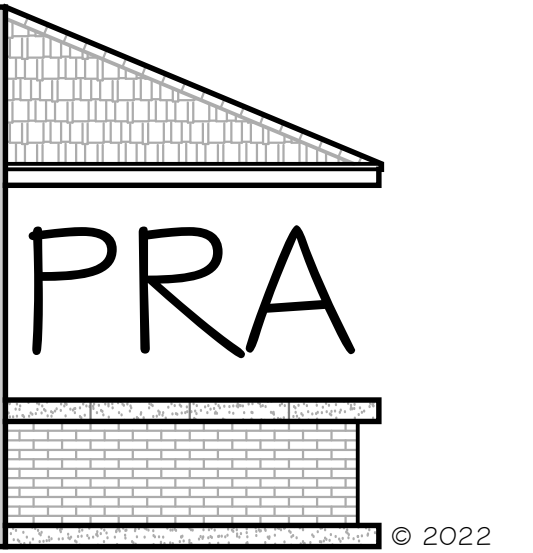


**C** SOUTH ELEVATION  
SCALE: 1/4"=1'-0"

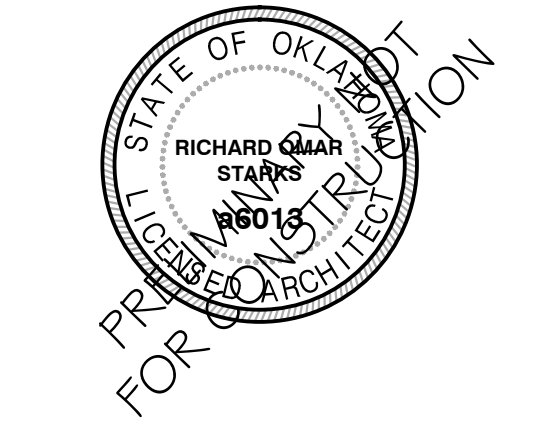


**D** WEST ELEVATION  
SCALE: 1/4"=1'-0"

THESE DRAWINGS ARE AND SHALL BE CONSIDERED AS A BUILDERS SET, AND THEREFORE SCHEMATIC IN NATURE AND INTENT. THESE DRAWINGS ARE NOT AND SHALL NOT BE CONSIDERED AS COMPLETE CONSTRUCTION DOCUMENTS. IN ADDITION, THE GENERAL CONTRACTOR SHALL, DUE TO THE ABSENCE OF NOTES, DETAILS, SPECIFICATIONS, ETC., BE RESPONSIBLE FOR MEETING THE REQUIREMENTS OF ALL APPLICABLE GOVERNMENTAL AUTHORITIES HAVING JURISDICTION, AS WELL AS MEETING ALL ACCEPTABLE STANDARDS OF CONSTRUCTION. IT IS THE OWNER'S FULL AND TOTAL RESPONSIBILITY TO EMPLOY THE SERVICES OF A GENERAL CONTRACTOR, WITH SUFFICIENT EXPERIENCE AND REFERENCES, AS CAN BE PROVIDED BY PREVIOUS PROJECTS OF A SIMILAR NATURE AND SCOPE, TO COMPLETE THIS CONSTRUCTION PROJECT. IT SHALL BE THE FULL AND TOTAL RESPONSIBILITY OF SAID CONTRACTOR TO OBTAIN A BUILDING PERMIT FOR THIS PROJECT AND COMPLY WITH THE DUTIES AND RESPONSIBILITIES THEREOF.



PO BOX 2618  
BLANCHARD, OK 73010  
RICHARD@PRA-PRC.COM  
PHONE: 405-255-8202



PROJECT:  
GREEN RESIDENCE

610 MILLER AVE  
NORMAN, OK 73069

DRAWING SCALE: 1/4" = 1'-0"  
PROJECT #: 0796  
DATE: 9-08-2022  
DESIGNED BY: ROS  
DRAWN BY: ROS  
REVIEWED BY: ROS

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TITLE:  
EXTERIOR ELEVATION

SHEET:

A-1



PHOTO- FAILURE OF SPLICED RAFTER TAIL



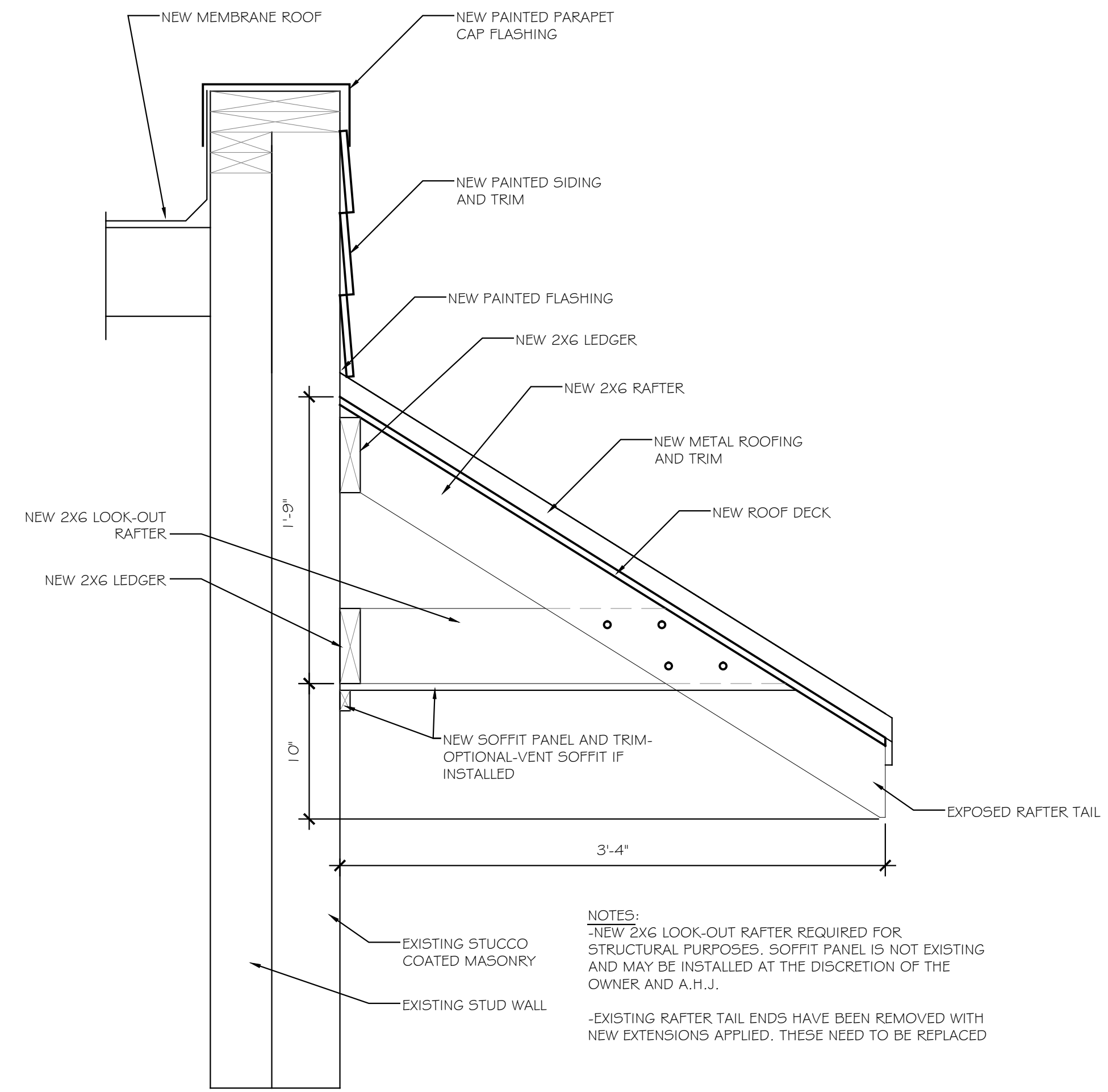
PHOTO- FAILURE OF ROOF AND DECK



PHOTO- TYPICAL METAL ROOF PANEL AND HIP TRIM

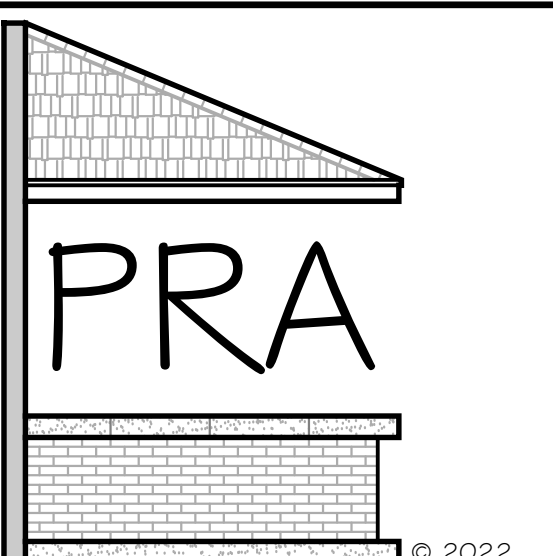


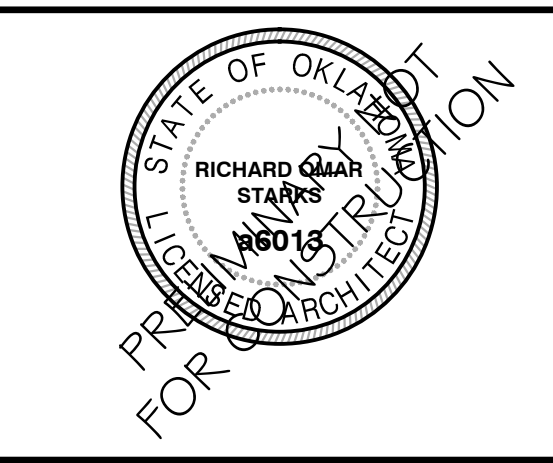
PHOTO- TYPICAL METAL ROOF PANEL, VALLEY, AND HIP TRIM



**A** TYPICAL ROOF/AWNING SECTION  
SCALE: 1-1/2" = 1'-0"

THESE DRAWINGS ARE AND SHALL BE CONSIDERED AS A BUILDERS SET, AND THEREFORE SCHEMATIC IN NATURE AND INTENT. THESE DRAWINGS ARE NOT AND SHALL NOT BE CONSIDERED AS COMPLETE CONSTRUCTION DOCUMENTS. IN ADDITION, THE GENERAL CONTRACTOR SHALL, DUE TO THE ABSENCE OF NOTES, DETAILS, SPECIFICATIONS, ETC., BE RESPONSIBLE FOR MEETING THE REQUIREMENTS OF ALL APPLICABLE GOVERNMENTAL AUTHORITIES HAVING JURISDICTION, AS WELL AS MEETING ALL ACCEPTABLE STANDARDS OF CONSTRUCTION. IT IS THE OWNER'S FULL AND TOTAL RESPONSIBILITY TO EMPLOY THE SERVICES OF A GENERAL CONTRACTOR, WITH SUFFICIENT EXPERIENCE AND REFERENCES, AS CAN BE PROVIDED BY PREVIOUS PROJECTS OF A SIMILAR NATURE AND SCOPE, TO COMPLETE THIS PROJECT. IT SHALL BE THE FULL AND TOTAL RESPONSIBILITY OF SAID CONTRACTOR TO OBTAIN A BUILDING PERMIT FOR THIS PROJECT AND COMPLY WITH THE DUTIES AND RESPONSIBILITIES THEREOF.

  
 PO BOX 2618  
 BLANCHARD, OK 73010  
 RICHARD@PRA-PRC.COM  
 PHONE: 405-255-8202

  
 RICHARD O. STARRS  
 PROFESSIONAL ENGINEER  
 STATE OF OKLAHOMA  
 LICENSE NO. 6015

PROJECT:  
GREEN RESIDENCE

610 MILLER AVE  
NORMAN, OK 73069

DRAWING SCALE: 1-1/2" = 1'-0"  
 PROJECT #: 0796  
 DATE: 9-08-2022  
 DESIGNED BY: ROS  
 DRAWN BY: ROS  
 REVIEWED BY: ROS

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TITLE:  
ROOF  
DETAIL

SHEET:  
A-2

**Property Location:** 412 Chautauqua Avenue  
Chautauqua Historic District

**Owner:** Nancy and Ken VonBargen

**Request:** HD (22-29) Consideration of a Certificate of Appropriateness requests for the property located at 412 Chautauqua as follows:

- a. Replacement of the existing Masonite lap siding with cement fiberboard siding;
- b. Replacement of a wood garage door on a non-original garage with a metal garage door.

**Historical Information:**

**2004 Chautauqua Historic District National Registry Nomination Survey states:**

*412 South Chautauqua Avenue. Ca. 1913. Colonial Revival. This noncontributing, two-story, weatherboard single dwelling has an asphalt covered, gambrel roof and a decorative concrete block foundation. The wood windows are one-over-one hung with metal storms. The wood door is glazed paneled. The wraparound porch has a hipped roof supported by a wood support and a turned, wood, spindle balustrade. The 1956 Sanborn Fire Insurance map indicates the porch was full-width. Other exterior features include an interior brick chimney. Decorative details include fish scale shingles in the gable end, gable returns and double and triple windows. To the rear is a double car, weatherboard garage with an asphalt-covered, front-gabled roof and a single overhead door. The house is noncontributing due to a loss of integrity.*

**Sanborn Maps**

The 1944 Sanborn map indicates the principal structure in the current location. The garage located at the rear corner of the house is post-1944 installed, prior to the establishment of the Chautauqua Historic District.

**Background Information:**

The following Certificates of Appropriateness (COA) requests for this property have been approved or denied for this property:

**Aug. 18, 1999** – A Certificate of Appropriateness by Administrative Bypass for the widening of the existing driveway was issued.

**April 7, 2003** – A Certificate of Appropriateness for an addition was issued.

**October 3, 2022** – Applicants requested and received feedback regarding the appropriate replacement material for the Masonite siding currently on the structure.

**Project Description:**

The property owners sought feedback from the Commission regarding appropriate replacement material for the exterior of their house at last month's meeting. As a result of

that feedback, the applicants have returned with a COA request to replace the Masonite exterior siding with cement fiberboard siding.

Additionally, the applicants wish to replace the Masonite garage door with a metal garage door on the non-historic garage.

### **Historic District Ordinance & Guidelines:**

#### **Historic District Ordinance**

##### **Section 429.3.7 Certificates of Appropriateness**

*(c): Submitting COA Application Materials. When applying for a Certificate of Appropriateness, the applicant shall furnish copies of all detailed site and building plans, elevations, perspectives, material samples, and specifications, with sufficient detail to clearly illustrate the applicant's intent. Applicants are encouraged to meet with the Historic Preservation Officer before submitting an application and may also request a meeting with the Historic District Commission before submitting an application in order to get feedback from the Commission on a forthcoming application. Applicants may also consult with the Historic Preservation Officer as needed during the review of the Certificate of Appropriateness (COA) application. Incomplete applications will not be forwarded to the Commission for review. (0-0910-12)*

### **Preservation Guidelines:**

#### **Exterior Walls**

##### **3.1 Standards for Administrative Bypass**

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

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

##### **3.2 Guidelines**

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

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

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

*.3 **Replace Only Deteriorated Portions.** If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion in-kind rather than the entire*

feature. Match the original in material, design, dimension, detail, texture, and pattern. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.

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

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

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

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

## **Garages**

### **2.3 Standards for Administrative Bypass**

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

#### **.1 Garage Door Replacement.**

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

- a. Wood, wood composite or a raised metal panel garage door.
- b. The original size, height and width of doors must be maintained.
- c. Designs must match the style of the original garage door and/or garage.

### **2.4 Guidelines**

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

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

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

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

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

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

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

- a. The new structure will utilize alley access if available.*
- b. The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is smaller.*
- c. The cumulative of square footages for all garage structures on the lot, shall be no greater than the footprint of the principal structure.*
- d. New garages are to be subservient to the principal structure and in no case will the garage structure be taller, wider or deeper than the principal structure.*
- e. The proposed construction will preserve existing trees.*
- f. Maximum of two garages are allowed per site.*

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

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

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

- a. Acceptable materials include wood, brick and stone masonry, and stucco. Fiber cement products for new garage construction located off an alleyway or if setback behind the rear of the house will be considered on a case-by-case basis. It should be noted that wood siding does not have "wood grain." Only*

*smooth cement board is permitted. The use of vinyl, Masonite, aluminum or other metal sidings is prohibited.*

- b. Aluminum clad doors and windows are allowed for garages located of an alleyway or behind the rear elevation of the house, with no or limited visibility from the front right-of-way.*
- c. Wood, wood composite or metal overhead garage doors with wood/wood composite trim are allowed.*
- d. Garage doors shall be a single width. Double width garage doors will be considered on a case-by-case basis.*

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

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

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

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

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

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

*In no case shall the carport be taller, wider or deeper than the historic principal structure of the lot.*

**Staff Comments:**

The structure at 412 Chautauqua is a non-contributing structure to the Chautauqua Historic District due to loss of historic integrity. The house had significant exterior

modifications prior to establishment of the Chautauqua Historic District in 1995. Modifications include the covering of the original exterior wall material and the enclosure/removal of the full-width front porch.

At some point prior to the establishment of the Chautauqua Historic District, the original wood siding was covered with stucco. The stucco and wood siding were removed some years ago and replaced with Masonite siding.

The Masonite siding currently on the house was damaged in the October 2021 hail storm. The owners have been working through the insurance process as well as researching possible replacement material. The applicants sought feedback at last month's meeting as to the appropriate replacement material. As a result, the applicants are returning this month with a request to replace the Masonite siding with cement fiberboard with a 6" smooth cement fiberboard.

The Historic Preservation Guidelines encourage the retention of exterior wall materials on historic structures. The current Masonite wall material is neither historic nor a compatible material. The Guidelines do not specifically speak to replacement of non-original materials with modern day materials on non-contributing structures. The *Historic Preservation Guidelines for Walls* allows for review of the use of cement fiberboard on a case-by-case basis.

It should be noted that the Commission has routinely allowed cement fiberboard for additions and accessory structures in the rear yard. Additionally, the Commission has approved three requests in the last year for the use of cement fiberboard as a replacement material for structures that had non-original wall materials. Those three properties are 418 Macy Street, 508 Macy Street, and 904 Classen Boulevard and they are all non-contributing structures to their Districts.

The non-historic garage structure has an overhead door that is deteriorated. The applicants wishes to replace the Masonite door with an overhead metal garage door. The Preservation Guidelines require review by the Commission if the garage door faces the front right-of-way. The Guidelines further indicate that acceptable replacement materials are wood, wood composite, or metal with wood/wood composite trim. The VonBargen's contractor has expressed concern about the addition of wood composite trim to the metal overhead garage door they have selected. The applicants are therefore requesting a metal overhead garage door with the addition of faux metal hinges and door handles that will create a the look of a carriage house.

The Commission would need to determine if the requested exterior siding and replacement overhead garage door meet the Preservation Guidelines and are compatible with the District as a whole.

**Commission Action:** Approve, deny, amend, or postpone HD (22-29) Certificate of Appropriateness requests for the property located at 412 Chautauqua as follows:



- a. replacement of existing Masonite lap siding with cement fiberboard siding;
- b. replacement of wood garage door on non-original garage with a metal garage door.

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

**Staff Only Use**

HD Case #: 22-29

Date: 10-13-22

Received by: Annis Starr

**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:**

**Applicant's Contact Information:**

Applicant's Name: J Kent vonBargen & Nancy vonBargen

Applicant's Phone Number(s): (405) 473-5420 (405) 802-9248

Applicant's E-mail address: kentvonbargen@gmail.com

Applicant's Address: 412 Chautauqua Ave. Norman OK 73069

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) Replace hail-damaged Masonite lap siding with 6" Hardie Board cement fiberboard siding with a 4-5" reveal.

2) Replace broken double garage door with a metal carriage door, e.g. Raynor Aspen Series AP 138 with recessed colonial grooved panels,

3) Prairie Ranch windows, Low Profile Stamped Bean Handles, and Cast 16" Hinge Colonial straps.

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:** Nancy J vonBargen

**Date:** 10-13-22

(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:**

The City of Norman Historic District Commission Certificate of Appropriateness Request  
**Application Checklist**

**Supporting Documents**

The purpose of supporting documentation is to illustrate existing conditions and proposed work as installed. Photos, site plan, elevation drawings, and specification sheets all need to clearly illustrate both the existing status as well as the proposed changes. It is recommended that you meet with the Historic Preservation Officer prior to submitting your COA application request to ensure you have a complete application by deadline. Incomplete applications will not be forwarded for review by the Historic District Commission. Please contact staff to discuss project before submitting application (405)366-5392.

**A. Documentation of Existing Conditions** – Pictures of the appearance, condition and dimensions of any existing materials to be replaced or altered must be submitted.

**B. Site Plan** – Show existing structures and site elements as well as proposed structures and site elements. The following elements should be included on a site plan drawn to scale:

- Buildings, garages, sheds
- Fences, walls
- Sidewalks, driveways, parking pads
- Patios, decks, Swimming pools, etc.
- Trees (see F Tree Preservation Plan)

**Note:** Additions and New Structures need to show adjacent property structures and site elements on the site plan.

**C. Illustration of the proposed materials and design** - Photos, drawings and/or samples must be provided to illustrate the design, materials, and finishes of the proposed work.

**D. Elevation drawings and floor plans indicating existing and proposed features:**

- |   |   |
|---|---|
| <input type="checkbox"/> Exterior materials               | <input type="checkbox"/> Architectural Elements   |
| <input type="checkbox"/> Doors                            | <input type="checkbox"/> Windows                  |
| <input type="checkbox"/> Foundation materials, dimensions | <input type="checkbox"/> Porches, stoops, gutters |
| <input type="checkbox"/> Roof, ridgeline, chimneys        | <input type="checkbox"/> Steps, ramps, railings   |

**E. Trees Preservation Plan showing (required for major projects only, such as additions).** This can be included on site plan. Show existing large shade trees 8" in diameter or greater and existing ornamental trees greater than 4" in diameter. Description of how existing trees will be protected during construction needs to be provided. Any trees proposed to be removed must be indicated.

**F. Additional Documents for New Construction or Additions:**

<input type="checkbox"/> Streetscape elevation of existing structure and adjacent structures	<input type="checkbox"/> Floor height of proposed house addition, comparison to adjacent properties
<input type="checkbox"/> Color Photos of site - front, side and rear	<input type="checkbox"/> Total height of proposed house or addition, comparison to neighboring structures
<input type="checkbox"/> Site Plan to include structures, pavement, trees of subject property and adjacent properties	<input type="checkbox"/> Elevation drawings of each façade of proposed house or addition
<input type="checkbox"/> Topographical information if proposing to change grades of site	<input type="checkbox"/> Floor Plans

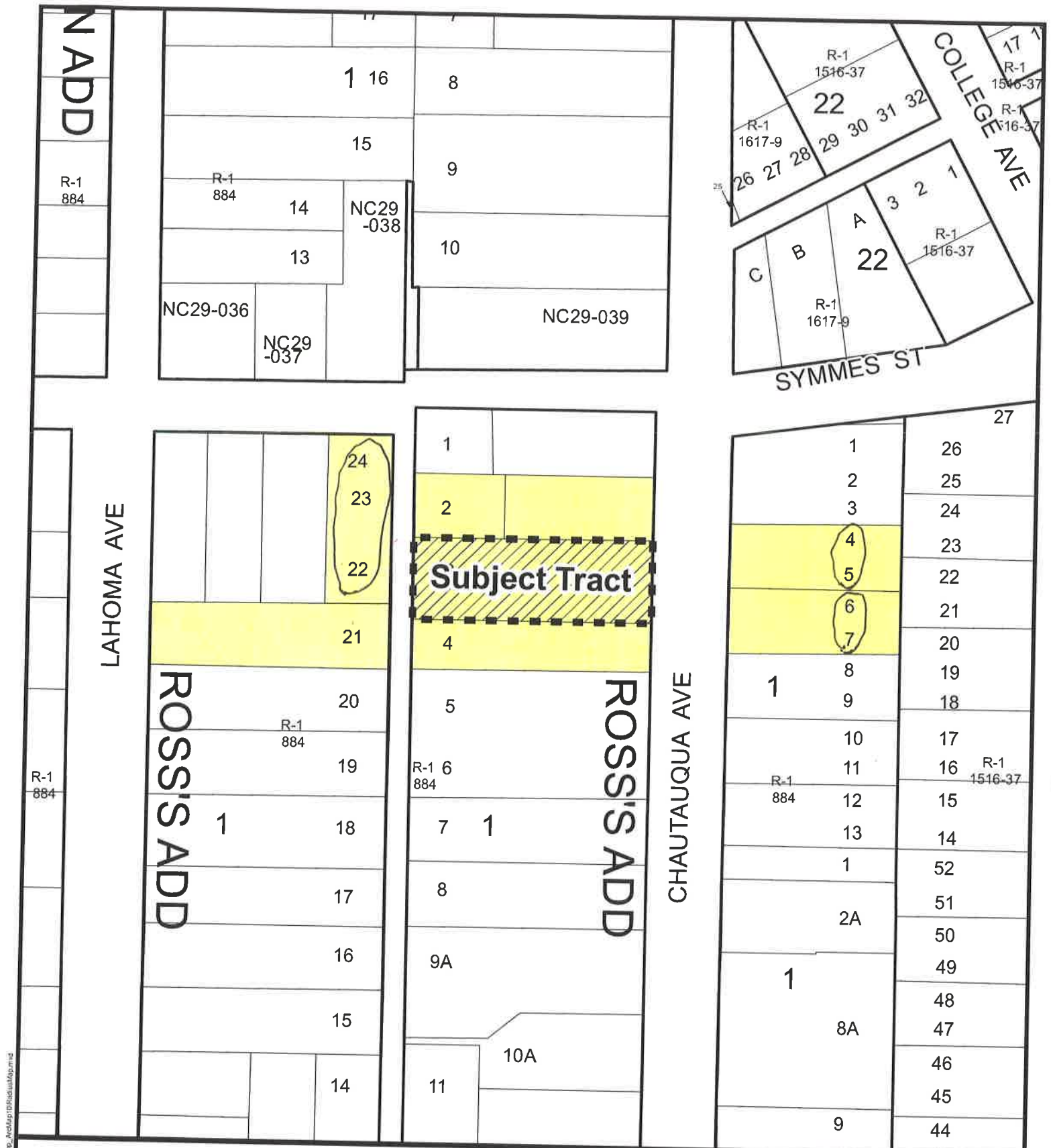
**The City of Norman Historic District Commission  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

**Application Submittal Steps:**

<b>Step 1</b>	Review guidelines for proposed work in the Historic Preservation Handbook available at City of Norman website: ( <a href="http://www.normanok.gov/planning/historic-preservation">http://www.normanok.gov/planning/historic-preservation</a> ) or by calling 405-366-5392).
<b>Step 2</b>	Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or <a href="mailto:anais.starr@normanok.gov">anais.starr@normanok.gov</a>
<b>Step 3</b>	Submit the following items by <b>12:00 p.m.</b> on the deadline date.
<input checked="" type="checkbox"/>	<b>It is strongly recommended that you meet and /or discuss your proposed work with the Historic Preservation Officer, prior to the submission deadline!</b>
<input checked="" type="checkbox"/>	<b>Completed Application Form</b>
<input checked="" type="checkbox"/>	<b>Application Fee of \$75</b>
<input checked="" type="checkbox"/>	<b>Copy of Property Deed to demonstrate ownership. If you do not have a copy, one may be obtained through the Cleveland County Court Office, 405-366-0240.</b>
<input type="checkbox"/>	<b>Site Plan, Elevation Drawings if needed and all other required supporting documents</b>
<input checked="" type="checkbox"/>	<b>Certified Adjacent Property Ownership List. A Radius Map delineating the adjacent property owners will be furnished and must be used to compile the list of the adjacent property owners. The adjacent property owner list must be certified by a licensed lawyer, engineer, surveyor, or abstract company.</b>

**COA Application Review Process:**

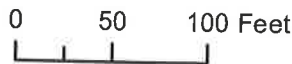
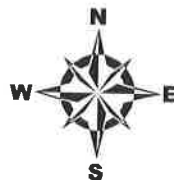
- 1) Your application, along with the filing fee and supporting documents, must be submitted by **noon** on the filing deadline in the Planning Department (201 W Gray Street, Building A).
- 2) After your application and required supporting documents are filed, the Historic Preservation Officer will review the application to ensure it is complete. Incomplete applications will not be forwarded to the Commission. If the COA request for proposed work is complete, it shall be placed upon the next month's Historic District Commission Meeting agenda for a public hearing. A legally required sign will be posted in the yard of the property of the request at least 7 days prior to the meeting. This sign must remain until 10 days after the public hearing for the COA request. At least 5 days prior to the meeting, a notification letter of your application request will be mailed to all adjacent property owners. These owners, and any other citizen, may attend the public hearing in support or protest of your request.
- 3) At the Commission meeting approximately one month after you file your completed application (first Monday of each month), your request will be considered at a public hearing. You will be sent notice of this meeting along with a staff report. You or a designated representative must be present at the meeting. The city staff will introduce your request, you and any interested citizen will have the opportunity to speak to the Commission concerning the request. After presentation of the request, the Commission will discuss and vote to approve or deny the request. Applicants may appeal a denial of their request to the City Council.
- 4) If you have any questions, please contact the Historic Preservation Officer at (405)366-5392.








# Radius Map

## Adjacent Radius

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.



April 12, 2022

-  Subject Tract
-  Radius
-  Zoning
-  Parcels
-  Notification Area

NormanGIS\gis\mxd\GIS\Acad\10\_MapTemplate\RadiusMap\_Avoid\p\ross\add\Map.mxd



5/17

# WARRANTY DEED AND MEMORANDUM OF TRUST

Exempt from documentary stamps per Title 68  
Oklahoma Statutes, Sections 3201 and 3202(4)

3

Prepared by Charles Wadsack, Attorney at Law  
Returned to  (yes)  (no) 415 West Gray  
Norman OK 73069

Grantee(s) Address James K. vonBargen and Nancy L. vonBargen, co-trustees  
Returned to  (yes)  (no) 412 Chautauqua Norman OK 73069

## KNOW ALL PERSONS BY THESE PRESENTS:

That James K. vonBargen and Nancy L. vonBargen, a married couple, of Norman, State of Oklahoma, parties of the first part, in consideration of the sum of Ten and no/100 Dollars in hand paid, the receipt of which is hereby acknowledged, do hereby Grant, Bargain, Sell and Convey unto James K. vonBargen and Nancy L. vonBargen as co-trustees of THE JAMES K. VONBARGEN AND NANCY L. VONBARGEN REVOCABLE TRUST DATED September 11, 2018, party of the second part, the following described real property and premises situate in Cleveland County, State of Oklahoma, to-wit:

1. An undivided 2/3 interest in Lot 10A. Being a part of Lots 10 and 11 in Block 1 of ROSS ADDITION to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof, and being described as follows: Commencing at the Southeast Corner of Lot 8, Block 1 of ROSS ADDITION, thence South for a distance of 65 feet to the Point of Beginning, thence continuing South along the East line of said Block 1 for a distance of 60 feet; thence West for a distance of 125 feet; thence North for a distance of 35 feet; thence West for a distance of 60 feet; thence North for a distance of 5 feet; thence East for a distance of 64.5 feet; thence Northeasterly for a distance of 31.5 feet (to a point East of the Point of Beginning); thence East for a distance of 96 feet to the Point of Beginning, according to the Lot Line Adjustment recorded in Book 5111, Page 333. (438-440 Chautauqua, Norman, OK)
2. Lot 3 and the North 11 feet of Lot 4, Block 1, ROSS'S ADDITION to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof (412 Chautauqua, Norman OK)
3. The South 39 Feet of Lot 4, Block 1, ROSS,S ADDITION to Norman, Cleveland County, Oklahoma, according to the recorded plat thereof (416 Chautauqua, Norman OK)

together with all the improvements thereon and the appurtenances thereunto belonging,

and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said party of the second part, its successors and assigns forever, free, clear and discharged of and from all former grants, charges, taxes, judgments, mortgages and other liens and encumbrances of whatsoever nature.

**PARTICULARS ABOUT THE TRUST ARE AS FOLLOWS:**

1. James K. vonBargen and Nancy L. vonBargen are the Trustmakers of THE JAMES K. VONBARGEN AND NANCY L. VONBARGEN REVOCABLE TRUST DATED September 11, 2018 (hereinafter, "the Trust"), and James K. vonBargen and Nancy L. vonBargen are the persons initially named to be the co-trustees of the Trust. The Trust is evidenced by a Trust Agreement. Collectively the co-trustees and their successor(s) are referred to in the Trust Agreement as "the Trustee".

2. Pertinent provisions of the Trust are as follows:

*FOURTH: No person or corporation dealing with the Trustee shall be required to investigate the Trustee's authority for entering into any transaction or to see to the application of the proceeds of any transaction.*

*SIXTH: 2. With respect to the position of Trustee, all powers and discretions granted to the Trustee herein and all duties imposed hereby on the Trustee may be exercised or discharged by any of the persons then serving as the Trustee, and named in this instrument to so act, without the prior approval of the others then so serving.*

*SEVENTH: 1. Anyone serving as Trustee may resign by giving written notice to the Trustmakers. Anyone serving as Trustee may be removed at any time by the Trustmakers by written notice to such Trustee. Anyone serving as Trustee shall be ineligible to continue serving upon the written statement of two licensed physicians and/or psychologists that such person, for whatever cause, no longer has the capacity to act as Trustee, or upon the appointment of a guardian or conservator appointed by a court of competent jurisdiction for such person.*

*2. If either James K. vonBargen or Nancy L. vonBargen, the persons initially named herein to be a co-trustee, is unwilling or is ineligible for any reason to continue so to serve, the other of them shall serve alone as Trustee. If both the persons initially named herein to serve as co-trustees are unwilling or ineligible for any reason to continue so to serve, Zachary J vonBargen, the son of the Trustmakers, is hereby appointed to serve as successor Trustee. If he is unwilling or ineligible for any reason to serve or to continue so to serve, Erich J. vonBargen, the son of the Trustmakers, is hereby appointed to serve as successor Trustee.*

Signed and delivered this 11 day of September, 2018.

James K. vonBargen  
James K. vonBargen

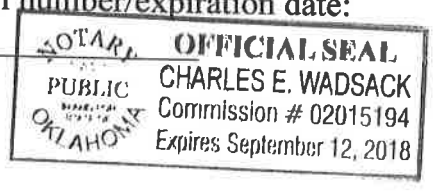
Nancy L. vonBargen  
Nancy L. vonBargen

State of Oklahoma )  
County of Cleveland ) ss.

This instrument was acknowledged before me this 11 day of Sept, 2018, by James K. vonBargen and Nancy L. vonBargen.

Charles E. Wadsack  
Notary Public

Commission number/expiration date:





# AP138

For reliability, Raynor Aspen AP138 residential garage door is the perfect choice. The Aspen AP138 is 1-3/8" thick with an R-value of 13.0. The AP138 incorporates the same NeuFoam™ as the AP200.



AP138 • Raised Colonial Grooved Carriage House • Distinct Finish Auburn

## Pick your **PANEL**



### Recessed Ranch

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Slate, Black

Woodtones Available:  
Painted Auburn, Mocha



### Raised Ranch

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Slate, Charcoal, Black

Woodtones Available:  
Distinct Finish Auburn, Driftwood & Mocha, Painted Walnut



### Recessed Ranch Grooved

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Charcoal, Black

Woodtones Available:  
Distinct Finish Auburn, Driftwood & Mocha, Painted Walnut



### Flush

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Slate, Charcoal, Black

Woodtones Available:  
Painted Auburn, Mocha & Walnut



### Raised Colonial

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Slate, Charcoal, Black

Woodtones Available:  
Distinct Finish Auburn, Driftwood & Mocha, Painted Walnut



### Recessed Colonial Grooved

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Charcoal, Black

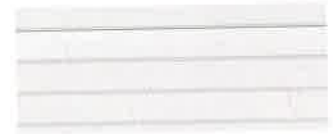
Woodtones Available:  
Distinct Finish Auburn, Driftwood & Mocha, Painted Walnut



### Mixed Panel

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Slate, Charcoal, Black

Woodtones Available:  
Distinct Finish Auburn, Driftwood & Mocha, Painted Walnut



### Plank

Solid Colors Available:  
White, Almond, Desert Tan, Sandstone, Bronze, Brown, Slate, Charcoal, Black

Woodtones Available:  
Painted Auburn, Mocha & Walnut

*\*Available on raised mixed panel only*

## Pick your **GLASS**

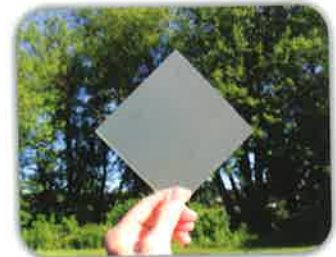
All of our windows are tightly sealed to keep the elements out of your garage. Choose from either clear, obscure or satin glass styles.



Clear



Obscure



Satin



AP138 • Plank • Sandstone

## Pick your **COLOR**

### Solid Color Options



### Distinct Finish Woodtone Options

Dual direction oak woodgrain patterns run vertical between the embossed panels and horizontal with the rails to deliver a distinct, true grain appearance.



### Painted Woodtone Options

Featuring a single directional woodgrain pattern that runs uniform across the entire width of the door.



### Optional Post Paint Finish



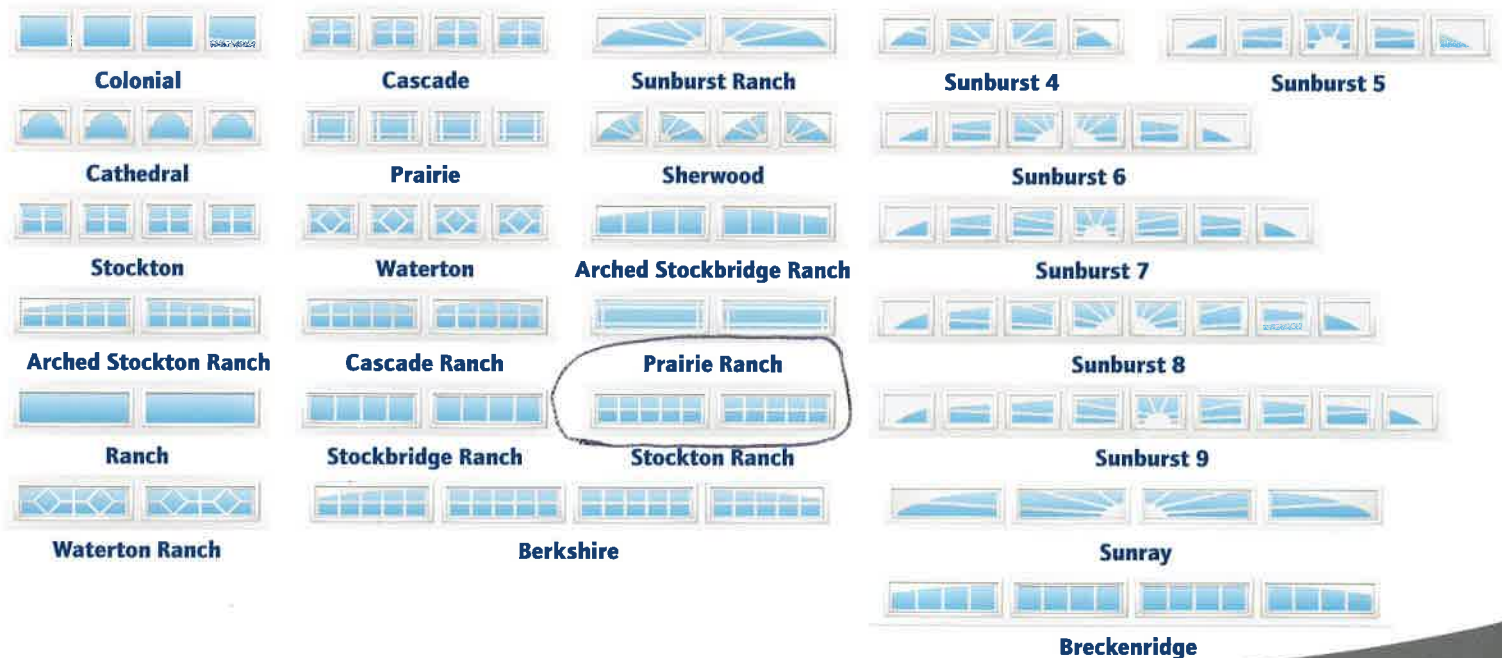
Raynor's ColorWave™ features Sherwin-Williams® next generation post paint

system for your garage door. With 1,500 colors to choose from, home and business owners can couple this elite paint system with state of the art Raynor manufacturing to craft the perfect look for their home or project.

*Black and charcoal colored steel doors come standard with a Cool Chemistry™ paint finish to protect from extreme heat. For environments where extreme heat and sunlight exposures are constant, black and charcoal colors are not recommended. Charcoal features the high performance PVDF coating (TIRNAR® or equivalent). Woodtones available on select panel types. The swatches shown on monitors and printed materials may vary from the actual color. For a true representation of the color, visit your local Raynor Dealer.*

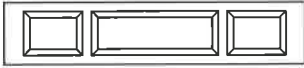

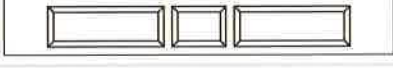
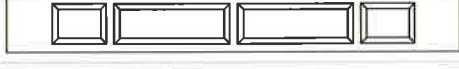







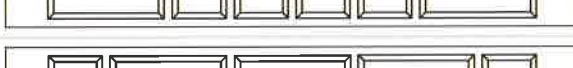







## Pick your **WINDOW**

### Snap-In Inserts



# AP138 & AP200 Mixed Panel Patterns


The AP138 & AP200 mixed panel pattern combines ranch and colonial panels either in raised or recessed grooved embossments, giving your new Aspen™ door a unique look with one of a kind curb appeal.

Pattern #	Design	Door Width
MP-1		8' 0"
		8' 6"
MP-1		8' 6 1/8"
		9' 11 7/8"
MP-2		10' 0"
		11' 11 7/8"
MP-3		12' 0"
		13' 11 7/8"
MP-4		12' 0"
		13' 11 7/8"
MP-5		12' 0"
		13' 11 7/8"
MP-10		14' 0"
		14' 11 7/8"
MP-11		14' 0"
		14' 11 7/8"
MP-10		15' 0"
		15' 11 7/8"
MP-11		15' 0"
		15' 11 7/8"
MP-14		16' 0"
		17' 7 7/8"
MP-15		16' 0"
		17' 7 7/8"
MP-6		16' 0"
		17' 7 7/8"
MP-7		16' 0"
		17' 7 7/8"
MP-8		16' 0"
		17' 7 7/8"
MP-9		16' 0"
		17' 7 7/8"
MP-12		17' 8"
		19' 9 7/8"
MP-13		17' 8"
		19' 9 7/8"
MP-16		19' 10"
		20' 0"

# Decorative Hardware Options

Handles											
Handles						Plastic Decorative Hardware Kits					


## Product Benefits Exclusive to Raynor




**WEATHERLOCK™**  
Raynor's thermally efficient WeatherLock system is designed for the harshest climates. Our proprietary WeatherLock™ section joint has continuous thermal break and air seal between steel sections. This modified tongue-in-groove joint provides exceptional strength, while effectively locking out both air and water infiltration into the garage's interior.



**TRUBALANCE™**  
Doors equipped with our patent pending TruBalance drum system are 87% easier to operate manually and provide you with a peace of mind knowing you can safely and easily manually operate your garage door in emergency situations. This counter balance system comes standard on doors up to 8' high with oversized windows in the top section.



**AUTHORIZED DEALER NETWORK**  
When you select Raynor, you're not just getting a superior garage door - you're also getting professional garage door installation and service expertise. Trust your Raynor garage door to someone who knows it better than anyone else, your professional Raynor Dealer.



**NEUFOAM™**  
State of the art high-density NeuFoam™ polyurethane insulation delivers maximum structural integrity and door strength. Combine our state of the art insulation material with our proprietary WeatherLock™ section joint design and you get the industry's most energy efficient door.



**SECURELOC™**  
Raynor's SecureLoc Anti-Break-In assurance plan combines a SecureLoc capable opener with the strength of a Raynor residential garage door that locks automatically when the door closes. Have a peace of mind knowing your garage is protected from intrusion with SecureLoc! For more information on Raynor's Anti-Break-In assurance plan visit [www.Raynor.com/SecureLoc](http://www.Raynor.com/SecureLoc).



**LIMITED LIFETIME WARRANTY**  
Dedicated to customer satisfaction, Raynor doors carry a "For as Long as You Own your Home" limited section warranty against rust. Upgrade your hardware and spring components to the EnduraCote™ options which warrants all hardware and spring components against defects in material and workmanship for as long as you own your home.







damaged roof material appears to be the original asbestos-based tiles which have been laid on point creating a diamond pattern.

Since the current roof material is no longer available, the property owner and the applicant's contractor, Bob Monnet, with Sonward Construction, have researched extensively for roof material that would emulate both the material, size and design of the existing roof. Their research did not find any alternative roof materials which match the existing 16" x 16" roof tiles. Since there are not similar roof tiles in an alternative material, the property owner is proposing to emulate a rectangular-shaped slate roof with DaVinci composite roof panels.

Since this proposed roof material is a different material and design from the existing roof material, it requires review and approval by the Commission.

### **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).*

### **Roofs**

#### **3.9 Standards for Administrative Bypass**

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

**.1 Re-Roofing.** *Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof. Replacement in-kind of existing, non-historic composition roofing material with any type of contemporary asphalt, laminated or composition shingles is not subject to review and does not require a Certificate of Appropriateness.*

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

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

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

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



### **3.10 Guidelines**

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

- .1 **Preserve Original Features.** Retain and preserve historic wood, tile and slate roofs as well as roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices.*
- .2 **Replace Only Deteriorated Portions of Roof Features.** If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion in-kind to match the original feature in design, dimension, detail, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.*
- .3 **Replacements Match Original.** If full replacement of historic roofing material or feature is necessary, replace it in-kind, matching the original in scale, detail, pattern, design, and material. Compatible substitute materials can be considered if in-kind replacement material are not available or feasible.*
- .4 **Replace Missing Features.** Replace missing roof features based on accurate documentation of the missing original or a new design compatible in scale, size, and material with the style, period, and design of the historic building and the district as a whole.*
- .5 **Built-In Gutters.** Retain and preserve built-in gutter systems.*
- .6 **Locate New Features and Mechanical Equipment Carefully.** New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae, shall be introduced carefully so as not to compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.*
- .7 **Retain the Original Roof Form and Details.** If attic space is converted into living space and dormers are added, retain the original roof pitch to avoid a “pop-up” appearance, especially on the front façade. Avoid adding details that did not exist originally.*
- .8 **Existing Dormers.** Original dormers shall be preserved and only elements beyond repair may be replaced. If a replacement is needed, original size and shape shall be maintained.*
- .9 **New Dormers.** New dormers must be functional, to allow light in or to add more living space, they should not be merely decorative and should be in keeping with the style of the historic house. They shall be located on the rear and inset from first-floor side wall below it. Set new dormers back from eave and do not extend above the ridge of roof.*
- .10 **Alternative Materials for Roofs.** Metal simulated clay, slate or other designs as well as other materials will be reviewed on a case-by-case basis to see if appropriate to the historic structure and compatible with the surrounding historic*

*district.*

**Staff Comments:**

The original asbestos-based roof tiles currently on this structure are not replaceable and best historic practices would suggest replacement with an alternative roof material of similar size, appearance and design. The current roof is comprised of 16" x 16" asbestos tiles laid on point to give the roof a diamond pattern. However, there does not appear to be any materials currently available on the market of the same size and thickness as the current tiles nor any materials that will emulate a similar sized diamond pattern.

The property owner and her contractor are proposing the composite based DaVinci "slate" roof material which has a rectangular appearance. The property owner, after much thought and research believes, the DaVinci slate roof material is the best alternative material due to its appearance, durability and cost effectiveness.

Mrs. Dollarhide realizes that modern day composition roof material would be allowed, however, she feels that such a roof would deteriorate the historic appearance of her house. Additionally, she feels modern day composition roofs do not have the durability that she is seeking. While real slate is a possibility, it would be cost prohibitive for her to install.

Staff would note that there have been two other similar roof replacements in the Historic Districts. A COA request was made for the structure located at 648 S. Lahoma, which is across the street from this request. That house also had asbestos tile laid in a diamond pattern. That request was made prior to the adoption of the updated Historic Preservation Guidelines, and was done through the Administrative Bypass process. At that time, staff consulted with the State Historic Preservation Office which suggested a composition roof shingle with a diamond pattern. This material was approved by staff, and the diamond pattern composition roof was installed. However, it should be noted that the installed diamond pattern of the composition roof material installed is smaller and of a different color than the original roof.

The second similar roof replacement request was reviewed by the Commission for the house at 800 Miller Avenue. This structure had the original asbestos large rectangular terra cotta tiles with a slate appearance. The applicant was not able to find an alternative roof material that was affordable with a similar size and dimensions as the existing large rectangular tiles. The Commission ultimately approved a composition roof material in a rectangular pattern for the replacement of that roof. The approved composition roof tile in this case was also smaller than the original tiles. This roof has also been installed.

The Commission will need to determine if the proposed alternative roof material meets the Preservation Guidelines, is appropriate for this structure and compatible with the District as a whole.

**Commission Action:** Approve, deny, amend or postpone the Certificate of Appropriateness request for the replacement of asbestos roof tiles with an alternative roof material for the property located at 645 S Lahoma Avenue.

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

Staff Only Use  
HD Case #: 22-28  
Date: 10-13-22  
Received by: Anais Starr

**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:**

**Applicant's Contact Information:**

Applicant's Name: Vicki Dollarhide  
Applicant's Phone Number(s): 405-834-3314 & 405-364-1184 h  
Applicant's E-mail address: vdollarhide@cox.net  
Applicant's Address: 645 S. Lakoma Ave. 73069  
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) Replacement of asbestos roof tiles / man made slate / due to storm damage.

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:** Victoria L. Dollarhide **Date:** 10/13/22

(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:** Bob Monnett

**Authorized Representative's Signature:**

**Date:**



*A legacy of beauty*

# BELLAFORTÉ SLATE



## LAKE VILLA, ILLINOIS



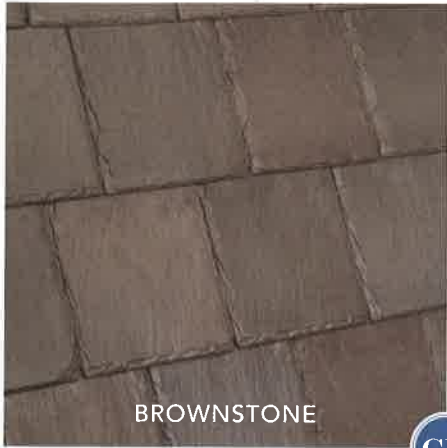
After hail destroyed the asphalt on this lakefront home, the roof was upgraded with Bellaforté tiles that can stand up to anything Mother Nature brings.

BELLAFORTÉ SLATE  
EUROPEAN

*The look will amaze you.  
The price might surprise you.*

Designed to reduce material costs, Bellaforté puts the look of slate within reach, and with it the premium aesthetics and performance that asphalt shingles can only dream about.

With DaVinci Bellaforté, the look of slate may be more attainable than you think.



BROWNSTONE



SONORA



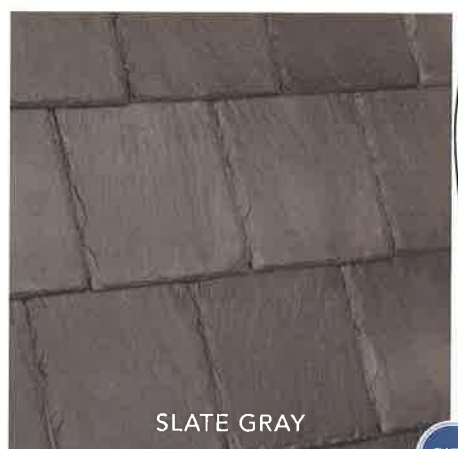
EUROPEAN



CANYON



SLATE BLACK



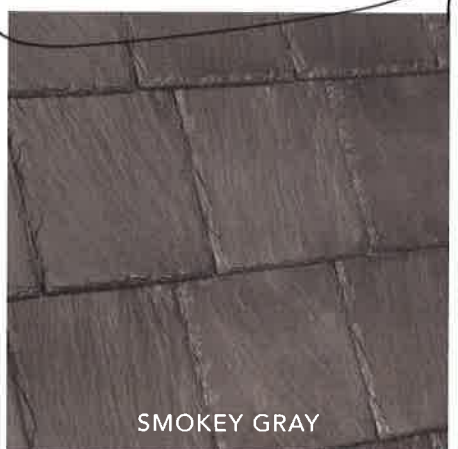
SLATE GRAY



EVERGREEN



CASTLE GRAY



SMOKEY GRAY





## JUST LIKE NATURE

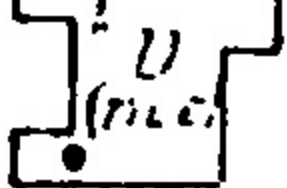
Da Vinci's proprietary VariBlend™ manufacturing process creates subtle color variations from one tile to the next. The nuanced shifts result in the most natural-looking composite roof you can buy.

*Our color blend options consist of as few as one to as many as eight individual colors to create a dynamic range of results.*

6  
622  
608  
T.N.

639

605



24
26
27
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25

CRUCE

**Property Location:** 635 Chautauqua Ave  
Chautauqua Historic District

**Owner:** Joe Deleon

**Request:** HD (22-30) Commission review and feedback at 635 Chautauqua Avenue submitted by Barrett Williamson, for Joe Deleon for:

- a. Addition to the house;
- b. Removal of existing driveway;
- c. Installation of new approach and drive on south side of the house;
- d. Construction of new two-story garage in rear yard;
- e. Installation of a 6' fence side yard fence.

**Historical Information:**

**2004 Chautauqua Historic District National Registry Nomination Survey states:**  
*635 South Chautauqua Avenue. Circa. 1939. Minimal Traditional. This contributing, one- and two-story, brick single dwelling has an asphalt-covered, cross-gabled roof and a brick foundation. The wood windows are six-over-six hung and casement with metal storms. The wood door is paneled with a metal storm. The partial porch is uncovered. There is an integral, single car garage with swinging wood doors on the north side. Decorative details include double windows, cloth awnings, minimal eave overhang and weatherboard on the gable ends.*

**Sanborn Insurance Maps**

The 1944 Sanborn Insurance Maps indicates the principal structure in its current location and configuration.

**Background Information:**

There have been no COA requests for this property.

**Project Description:**

The property owner recently purchased this property and wishes to add a new driveway on the south side of the house that leads to a new 2-story garage in the rear yard. AS part of the reconfiguration of driveway and parking, the property owner may also want to remove the existing driveway as well. The applicant would like to add an addition to the rear of the house and a 6' side yard fence on the south property line. Since this is a complex request the property owner's architect, Barrett Williamson suggested a feedback session with the Commission before proceeding to a full set of drawings for the proposals.

**Historic District Ordinance & Guidelines:**

**Historic District Ordinance**

**Section 429.3.7 Certificates of Appropriateness**

**(c): Submitting COA Application Materials. When applying for a Certificate of**

*Appropriateness, the applicant shall furnish copies of all detailed site and building plans, elevations, perspectives, material samples, and specifications, with sufficient detail to clearly illustrate the applicant's intent. Applicants are encouraged to meet with the Historic Preservation Officer before submitting an application and may also request a meeting with the Historic District Commission before submitting an application in order to get feedback from the Commission on a forthcoming application. Applicants may also consult with the Historic Preservation Officer as needed during the review of the Certificate of Appropriateness (COA) application. Incomplete applications will not be forwarded to the Commission for review. (0-0910-12)*

### **Preservation Guidelines:**

#### **Garages**

##### **2.4 Guidelines**

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

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

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

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

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

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

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

- a. The new structure will utilize alley access if available.*

- b. *The new footprint will be 575 square feet or 50% of the footprint of the principal structure, whichever is smaller.*
- c. *The cumulative of square footages for all garage structures on the lot, shall be no greater than the footprint of the principal structure.*
- d. *New garage are to be subservient to the principal structure and in no case will the garage structure be taller, wider or deeper than the principal structure.*
- e. *The proposed construction will preserve existing trees.*
- f. *Maximum of two garages are allowed per site.*

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

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

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

- a. *Acceptable materials include wood, brick and stone masonry, and stucco. Fiber cement products for new garage construction located off an alleyway or if setback behind the rear of the house will be considered on a case-by-case basis. It should be noted that wood siding does not have "wood grain." Only smooth cement board is permitted. The use of vinyl, Masonite, aluminum or other metal sidings is prohibited.*
- b. *Aluminum clad doors and windows are allowed for garages located of an alleyway or behind the rear elevation of the house, with no or limited visibility from the from the front right-of-way.*
- c. *Wood, wood composite or metal overhead garage doors with wood/wood composite trim are allowed.*
- d. *Garage doors shall be a single width. Double width garage doors will be considered on a case-by-case basis.*

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

**.10 Reconstruction of Historic Garage.** *The reconstruction of out buildings shall be based on historic evidence, such as photographs, Sanborn maps or other documentation. If no such evidence exists, the design should be derived from the architectural style of the principal building and historic patterns and characteristics of the historic district. Wood, brick and stucco are appropriate materials for reconstruction of a historic garage. Overhead garage doors with the appearance of double doors will be*

*considered on a case-by-case basis. Historic garages shall be located at the end of a driveway along the side property line and face the front street right-of way.*

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

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

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

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

## **Secondary Structures**

### **2.7 Guidelines.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Sidewalks, Driveways, and Off-Street Parking**

### **2.9 Guidelines**

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

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

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

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

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

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

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

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

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

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

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

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

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



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

## **Fences and Masonry Walls**

### **2.11 Guidelines**

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

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

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

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

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

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

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

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

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

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

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

**Staff Comments:**

The property owner and applicant's architect are seeking feedback regarding these proposed projects.

The applicant will provide a site plan and drawings for the proposals by the time of the meeting.

**Commission Action:** No vote is required, however the Commission is requested to provide review and preliminary feedback regarding the removal of existing driveway and installation of new approach and drive to access a proposed two-story garage with living quarters in the rear yard, 6' fence along on side property line, and addition on the rear of the house for the property located at 635 Chautauqua Avenue.

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:** 635 Chautauqua - Advisory Review Only

**Applicant's Contact Information:**

Applicant's Name: Barrett Williamson

Applicant's Phone Number(s): 405.249.4686

Applicant's E-mail address: blw@blwarchitects.com

Applicant's Address: 219 W. Boyd, Suite 203

Applicant's relationship to owner:  Contractor  Engineer  Architect

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

Owner's Name: Joe Deleon

Owner's Phone Number(s): 405.8853773


Owner's E-mail: joedaledeleon@gmail.com

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

- 1) Drive approach to access proposed Garage
- 2) Fence
- 3) Garage with Bedrooms and Restroom above (sleeping quarters)
- 4) Addition to House

**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:** 

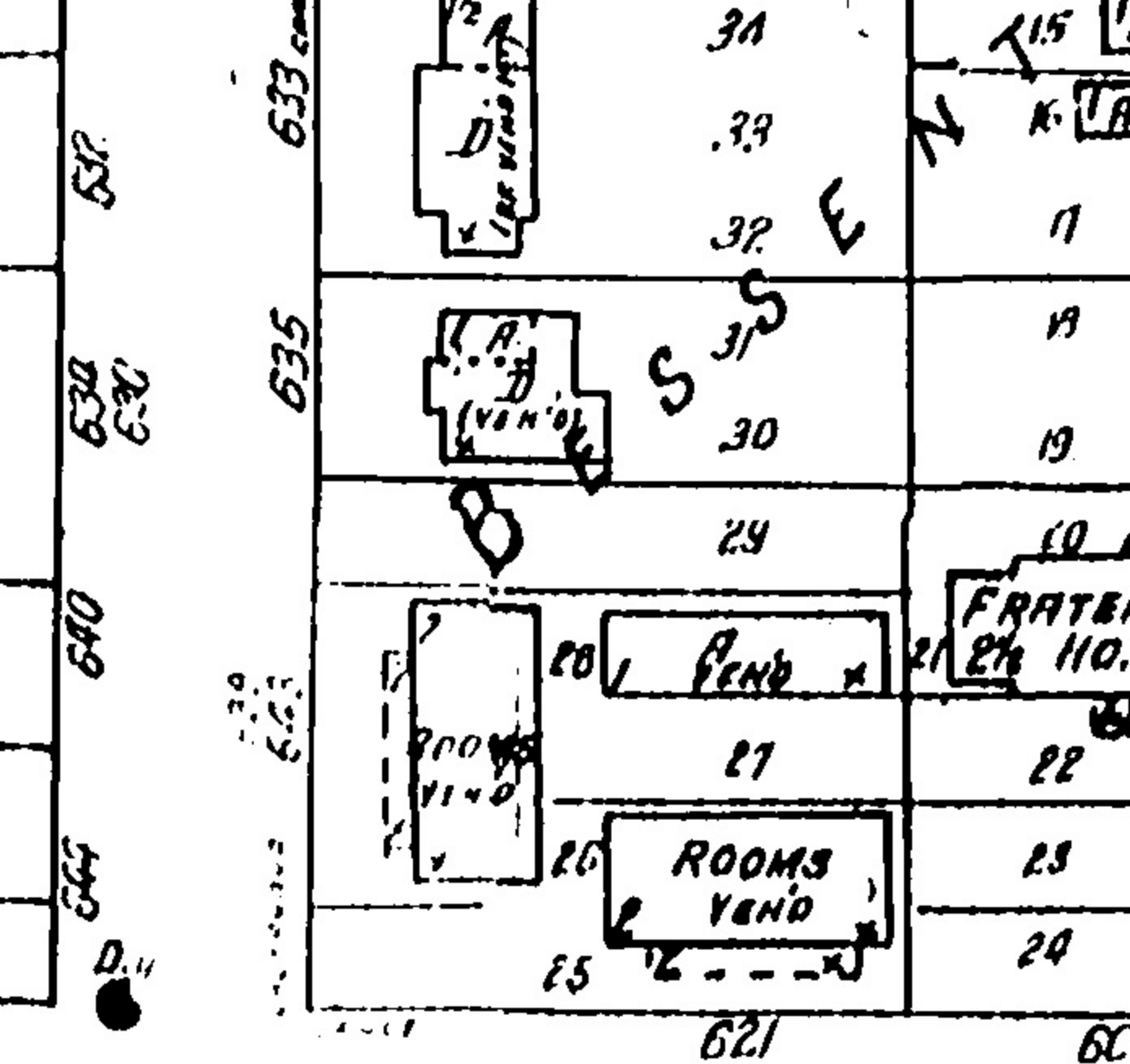
**Date:** 10/14/22

(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:** Barrett Williamson, AIA, NCARB

**Authorized Representative's Signature:** 

**Date:** 10/14/22



**2022 CALENDAR YEAR  
SCHEDULE OF REGULAR MEETINGS**

Monthly Planner	
City Website Calendar	
Meeting Room Calendar	

**Historic District Commission**

Name of Board/Commission/Committee

Please enter the date of the meeting in the DATE column or type in the following:  
"Meetings scheduled as Needed" in the DATE column.

DATE	TIME	Physical Location
01/03/22	5:30pm	201 W Gray St, Bldg A, Conf Room D
02/07/22	5:30pm	201 W Gray St Bldg A, Conf Room D
03/07/22	5:30pm	201 W Gray St Bldg A, Conf Room D
04/04/22	5:30pm	201 W Gray St Bldg A, Conf Room D
05/02/22	5:30pm	201 W Gray St Bldg A, Conf Room D
06/06/22	5:30pm	201 W Gray St Bldg A, Conf Room D
07/05/22	5:30pm	201 W Gray St Bldg A, Conf Room D
08/01/22	5:30pm	201 W Gray St Bldg A, Conf Room D
09/06/22	5:30pm	201 W Gray St Bldg A, Conf Room D
10/03/22	5:30pm	201 W Gray St Bldg A, Conf Room D
11/07/22	5:30pm	201 W Gray St, City Council Chambers
12/05/22	5:30pm	201 W Gray St, City Council Chambers

To be completed by person filing notice:

Name: Whitney Kline  
 Address: 201 W. Gray  
Norman, OK 73071  
 Phone No.: \_\_\_\_\_

Filed in the office of the Municipal Clerk at \_\_\_\_\_ a.m. /p.m. on \_\_\_\_\_

Signed: \_\_\_\_\_  
 City Clerk

*\*Must be filed prior to December 15, 2021*

Monthly Planner	
City Website Calendar	
Meeting Room Calendar	

**2023 CALENDAR YEAR  
SCHEDULE OF REGULAR MEETINGS**

**Historic District Commission**

\_\_\_\_\_  
Name of Board/Commission/Committee

Please enter the date of the meeting in the DATE column or type in the following:  
"Meetings scheduled as Needed" in the DATE column.

DATE		TIME		Physical Location
01/03/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
02/06/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
03/06/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
04/03/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
05/01/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
06/05/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
07/03/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
08/07/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
09/05/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
10/02/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
11/06/23		5:30pm		201 W Gray, Municipal Building, Council Chambers
12/04/23		5:30pm		201 W Gray, Municipal Building, Council Chambers

To be completed by person filing notice:

Name: Whitney Kline  
 \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 \_\_\_\_\_

Filed in the office of the Municipal Clerk at \_\_\_\_\_ a.m. /p.m. on \_\_\_\_\_

Signed: \_\_\_\_\_  
 City Clerk

*\*Must be filed prior to December 15, 2022*