

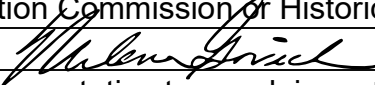
**The City of Norman Historic District Commission  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)**

**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.

The City of Norman Historic District Commission <b>FOR CERTIFICATE OF APPROPRIATENESS (COA)</b>		<b>Staff Only Use</b>
		HD Case #:
		Date:
		Received by:
<i>Note: Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311</i>		
<b>Address of Proposed Work:</b>	930 Miller Ave. Norman, OK 73069	
<b>Applicant's Contact Information:</b>		
Applicant's Name:	Milena Govich	
Applicant's Phone Number(s):	917-864-5435	
Applicant's E-mail address:	milenacornue@gmail.com	
Applicant's Address:	1637 N. Frederic St. Burbank, CA 91505	
Applicant's relationship to owner:	<input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input checked="" type="checkbox"/> OWNER	
<b>Owner's Contact Information: (if different than applicant)</b>		
Owner's Name:	Same	
Owner's Phone Number(s):		
Owner's E-mail:		
<b>Project(s) proposed: (List each item of proposed work requested. Work not listed cannot be reviewed.)</b>		
1)	Garage is being converted into a bedroom and it needs a legal safety egress window. This proposal has two options of how to achieve this.	
2)		
3)		
4)		
<b>Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.</b>		
<b>Authorization:</b> 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.		
<b>Property Owner's Signature:</b>		<b>Date:</b> 7/13/2023
<input type="checkbox"/> (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.		
<b>Authorized Representative's Printed Name:</b>		
<b>Authorized Representative's Signature:</b>		<b>Date:</b>

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.

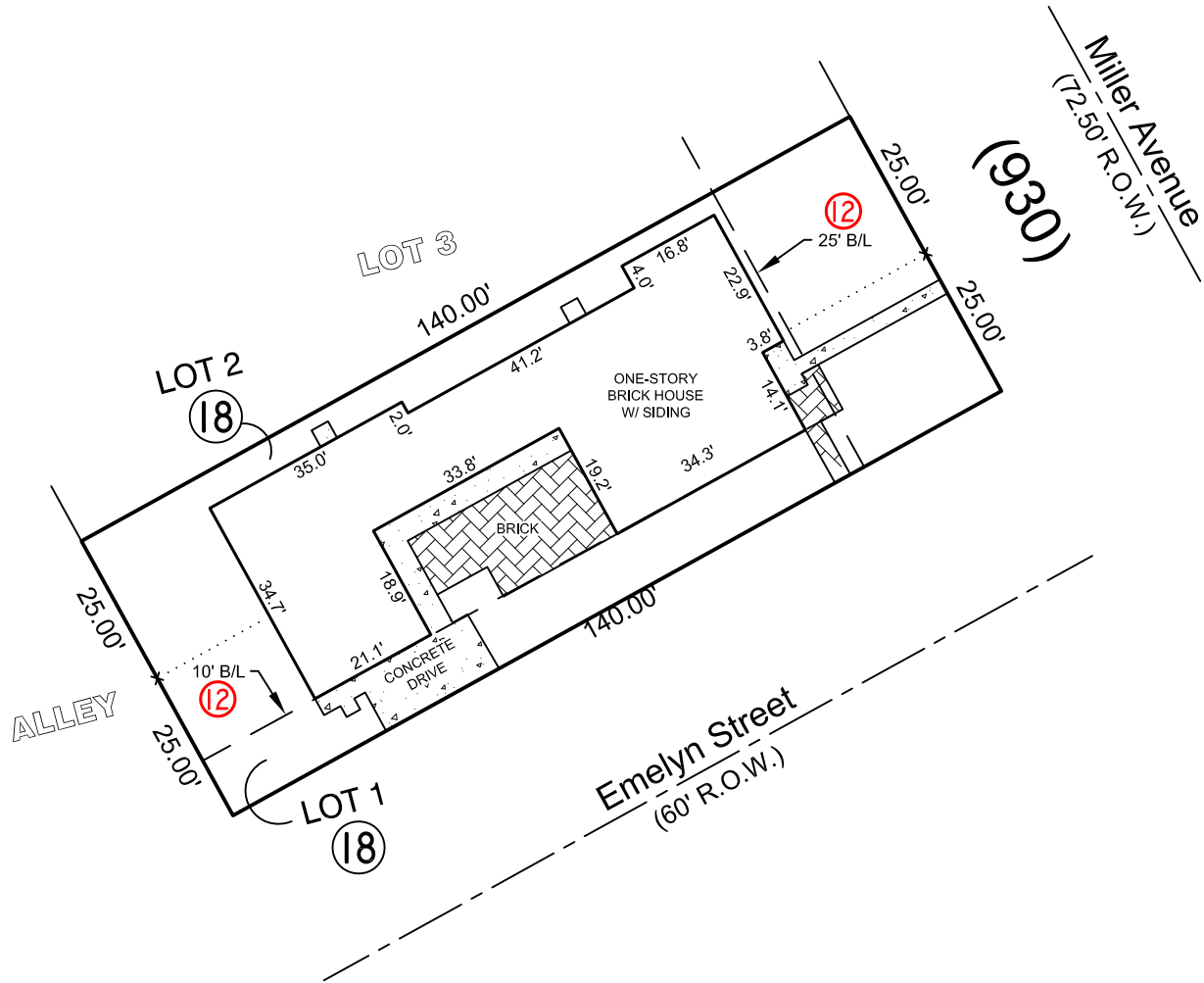
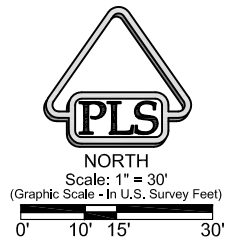
**F. Additional Documents for New Construction or Additions:**

<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 checked="" type="checkbox"/> Floor Plans

**Property Address:**

930 Miller Avenue  
Norman, Oklahoma

# Mortgage Inspection Report



**Flood Zone:**

By graphic plotting only, this property appears to be in Zone "X" per Flood Insurance Rate Map No. 40027C0285H, Panel 285 of 475, which bears an effective date of 09/26/2008.

**Legend:**

- B/L = Building Line
- R.O.W. = Right of Way

**Schedule B - II exception Items:**

It is the opinion of the Surveyor that:


- ⑫ A 25-foot front building set back line, and a 10-foot side lot building line, as shown by plat and dedication, and as provided in Restrictive Covenants (Affects as shown).
- ⑬ Memorandum of Easement, Catellus Fiber Optics Parcel No. 47 recorded in Book 4069, Page 648 (Affects the SW/4 of the NW/4 of Section 32, T9N, R2W).

**Property Description:**

Lots One (1) and Two (2), in Block Eighteen (18), of CLASSEN MILLER ADDITION, to the City of Norman, Cleveland County, Oklahoma, according to the recorded plat thereof.

**Mortgage Inspection Report:**

This Mortgage Inspection Report was prepared for First American Title Insurance Company. It is not a land or boundary survey plat, and it is not to be relied upon for the establishment of fences, buildings or other future improvement lines. The accompanying sketch is a true representation of the conditions that were found at the time of the inspection, and the linear and angular values shown on the sketch, if any, are based on record or deed information and have not been verified unless noted.

 07/03/2023  
 Robert C. Outland Date  
 Oklahoma L.S. # 1773



**PRIORITY**

**Land Surveying, LLC**

P.O. Box 1394, Norman, OK 73070  
Phone: (405) 701-1407 Fax: (405) 310-2284  
Certification of Authorization # 3814, Expires 6/30/2025

Prepared for: **First American Title Insurance Company**

Buyer(s): **777 Keith St. Norman, OK LLC**

Client File Number: **2819518-NO01**

Drawn By: MDS	Title Commitment relied upon for this Mortgage Inspection Report from First American Title Insurance Company, File No. 2819518-NO01, Effective Date June 13th, 2023.	
Aprvd. By: RCO	Revision:	Date:
Job No. 72761		



930

**930 MILLER AVENUE**

Dear Historic Commission Members,

It has been a dream of mine to own property in my hometown of Norman, OK for many years. So I'm tremendously grateful to have closed on this charming duplex at 930 Miller Ave. It is even more special since I was born and raised at 410 Keith St, just 4 blocks away, and I even attended Lincoln Elementary School!

Given my connection to this neighborhood, I deeply value the historic elements you are charged with preserving. In planning the rehabilitation and improvements on this property, I've come up against a challenge. The 2 bed / 1 bath back unit has a highly problematic layout. One room that is listed as the first bedroom is actually a pass-through and does not have an appropriate egress window, and the room listed as a second bedroom is only accessible by passing through the first bedroom, and it has no closet.

Therefore, to fix the interior layout while preserving the maximum amount of the exterior as possible, I would like to convert the interior of the garage to a proper bedroom meeting all legal requirements. While utilizing the garage space creates the least impact to the exterior, it is also my only real option since the footprint of the house is already built out as far as it can be.

The only effect on the exterior of the house would be the addition of a legal egress window in the garage. My husband and I have come up with two options to achieve it, both of which will maintain the historic look of the home while providing modern safety requirements. Kindly review the two design options to let us know how you would like us to proceed.

Thank you in advance for your consideration.

All the best,  
Milena Govich  
917-864-5435  
milnacornue@gmail.com

# OPTION 1

Garage Exterior Door



Existing Garage Wall

We conferred with Morgan Reinart of Old Home Rescue, who is familiar with the Norman Historic District. He suggested that we add an exterior door to the courtyard side of the garage for egress.



Facing the courtyard and behind a privacy fence, the door will be barely visible from the street.



Also, we are fortunate to have an *original exterior back door* with the same vertical detailing as the front door, currently being used as an interior door. So we can easily relocate it to the courtyard.





Proposed Garage Wall

As an original door, it will keep in the style of the rest of the house.

Here is a side-by-side comparison.



**Existing Garage Wall**

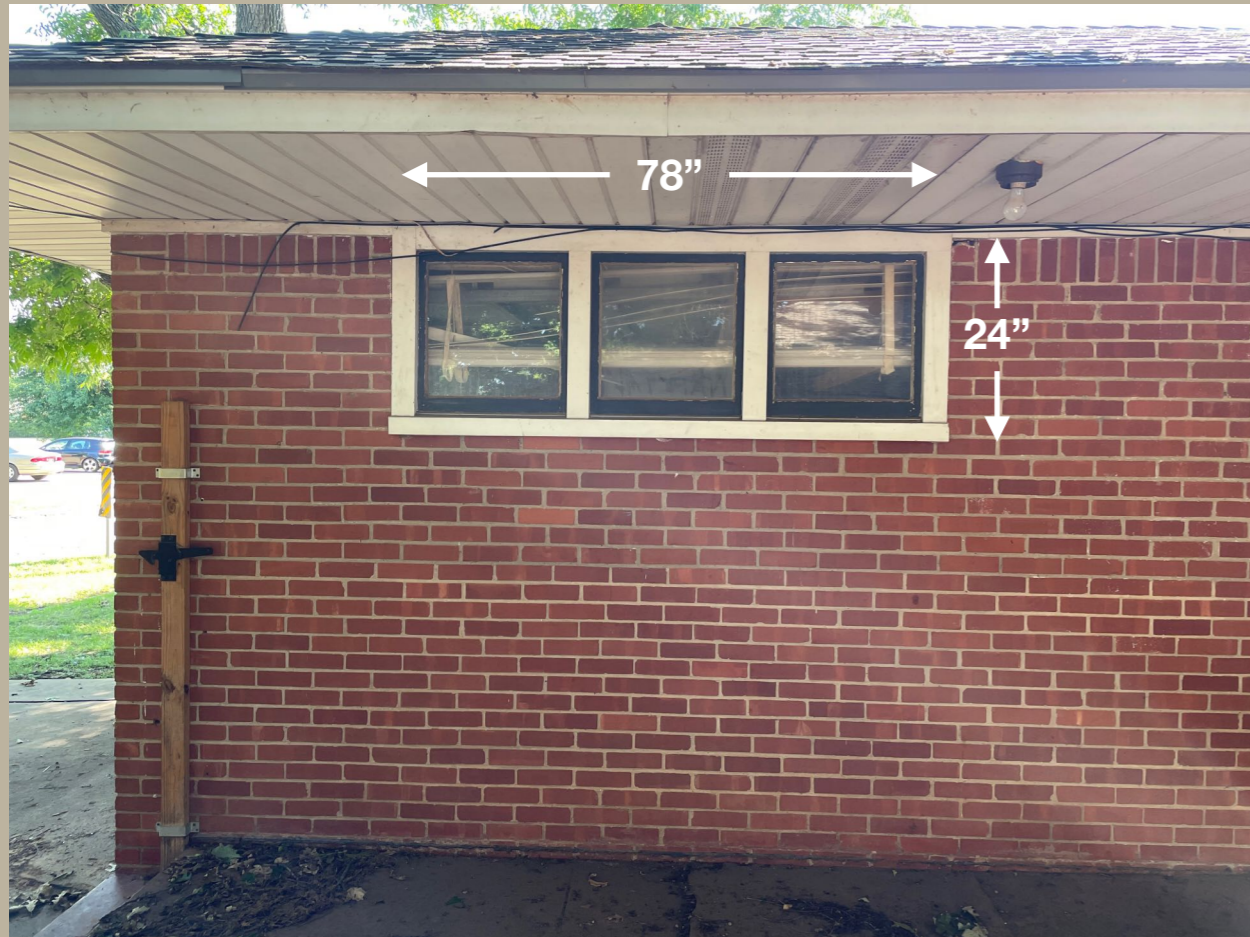


**Proposed Garage Wall With Door**

# OPTION 2

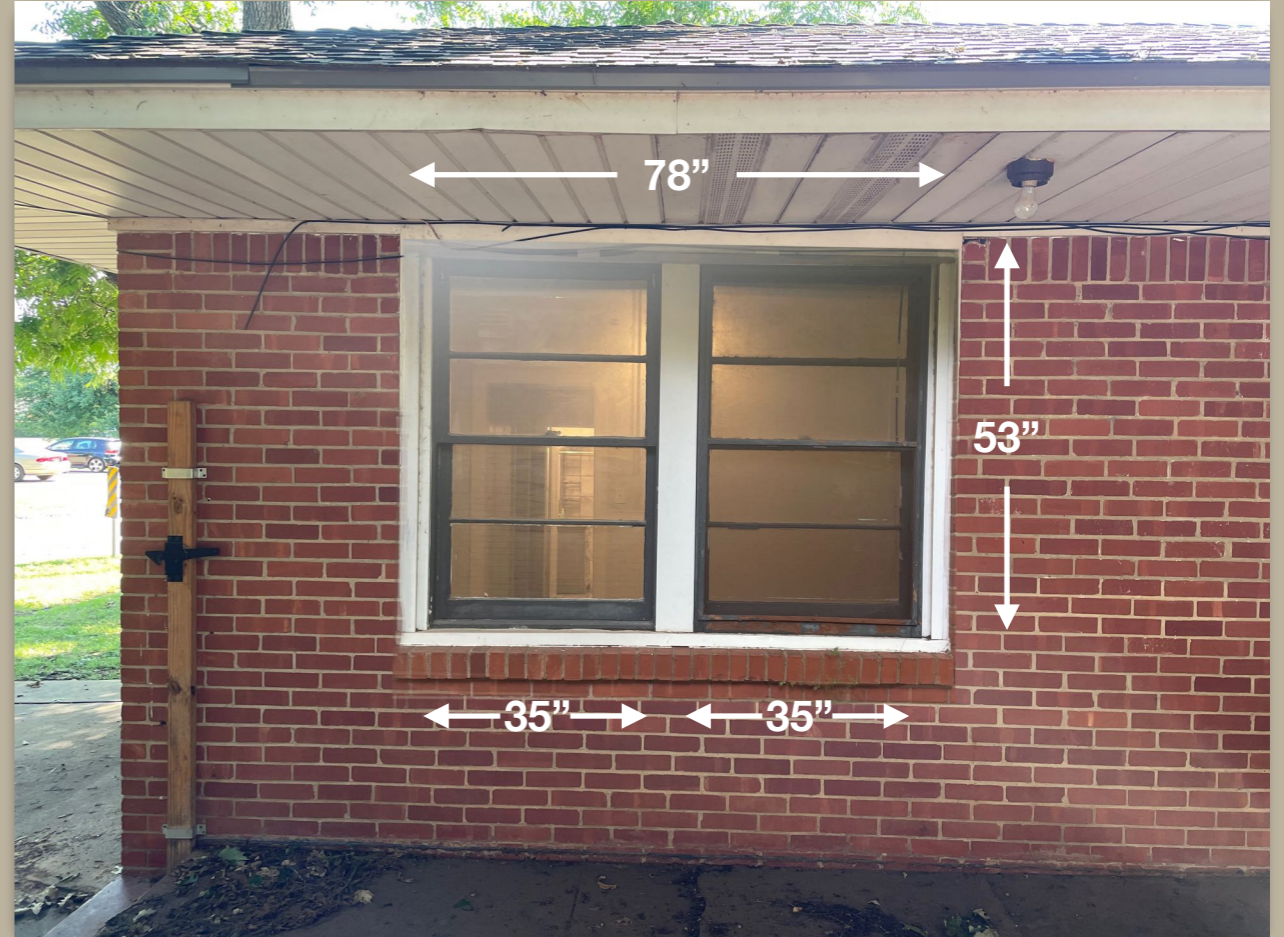
Garage Window Conversion

Alternatively, we can change the Existing Garage Windows on the left with the Proposed Garage Windows on the right.



**Existing Garage Windows**

These windows are too high and narrow to meet modern safety requirements.



**Proposed Garage Windows**

Instead of a door to the garage, we could have two single-hung, wood frame windows that match other existing windows on the house with openings large enough for legal egress.

# Different from the rest



**Garage "Trio" Windows**

The existing garage windows have fixed glass with different frames that measure 24x20 from the outside.



**Other 930 Miller "Trio" Windows**

All other trio of windows on the property are identical 24x24 casement wood windows.

## Original windows?

Considering the conflicting historical descriptions of this property, it's difficult to determine if these windows are original or historic.

The measured outline of the patched brick beneath the windows may suggest two 53x35 windows, as seen elsewhere on the property, but we can't claim with certainty.



*Patched brick & mortar under garage windows?*



However, two 53x35 windows on the side of the garage would be a better match to other windows on the property.



**Proposed Garage Windows**



**Dining Room Windows**



**Courtyard Bedroom Windows**

This panoramic photo captures both sides of the existing courtyard.



*Modern Fixed Windows*

*Original 53x35 Windows*

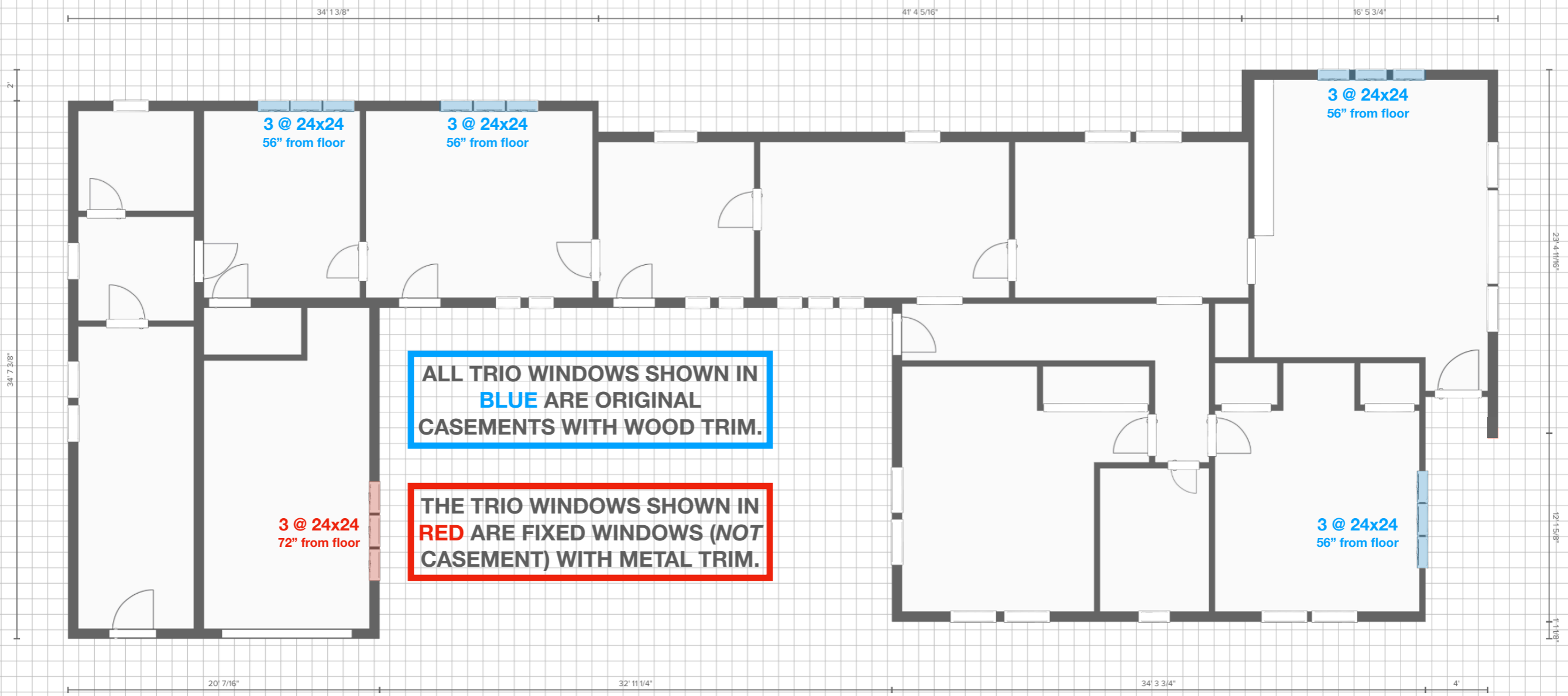
This altered photo below shows how the courtyard will appear after replacing the windows.

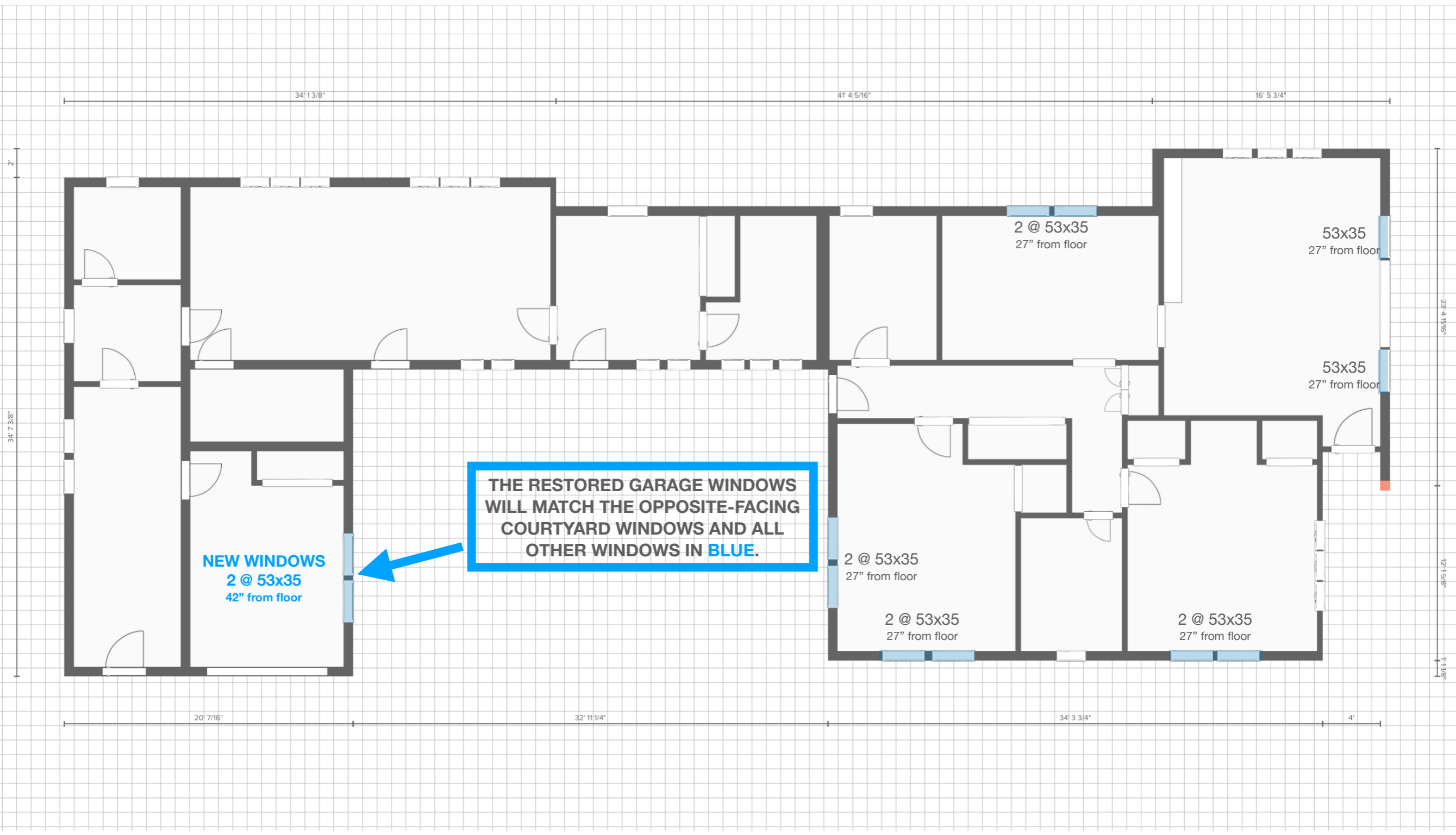


*New 53x35 Windows*

*TO MATCH*

*Original 53x35 Windows*





34' 13/8"

41' 4 5/16"

16' 5 3/4"

2'

34' 7 3/8"

23' 4 11/16"

12' 15/8"

1' 11/8"

20' 7/16"

32' 11 1/4"

34' 3 3/4"

4'

**THE RESTORED GARAGE WINDOWS WILL MATCH THE OPPOSITE-FACING COURTYARD WINDOWS AND ALL OTHER WINDOWS IN BLUE.**

**NEW WINDOWS**  
2 @ 53x35  
42" from floor

2 @ 53x35  
27" from floor

53x35  
27" from floor

53x35  
27" from floor

2 @ 53x35  
27" from floor

2 @ 53x35  
27" from floor

2 @ 53x35  
27" from floor

And again, the windows are behind a privacy fence and barely visible from the street.



We already acquired a quote from Restor Wood Windows, a reputable company with experience in Norman's historic district.

# ESTIMATE

930 Miller Ave, Norman

Grand Total (USD)  
**\$2,995.00**

**BILL TO**  
**Milena Govich**  
 Milena Govich  
 milenacornue@gmail.com

**Estimate Number:** 1311  
**Estimate Date:** July 12, 2023  
**Expires On:** August 11, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
<b>ReSash Wood Windows</b> Size: Standard Lites: 2/2 Wood: Cypress Select Glass: 1/8" Single Strength Paint: Prime Only	2	\$570.00	\$1,140.00
<b>Window Frame Build</b> Build new frame to allow for installation of wood windows with weight and pulley system. Includes new stainless steel authentic replica sash pulleys.  Note: Does not include Exterior or Interior Casing as your carpenter will need to install to match the rest of the casing on your home.  Includes: Exterior Stop Trim Only and Top, Left, Right frame and bottom (sill)	2	\$350.00	\$700.00
<b>Full Mechanical w/Install - Double Hung</b> Install new rope to existing lower weights and then install sashes. Upper Sash is fixed and will not be operable.	2	\$165.00	\$330.00
<b>Labor</b> Install new frames into rough openings. Center and align for smooth operation of new sashes.	2	\$200.00	\$400.00
<b>RRP Lead Fee</b> Preparation for lead containment work area for residential and commercial projects. Per window.	2	\$25.00	\$50.00



**Restor Wood Windows**  
 8920 Tilman drive  
 Oklahoma City, Oklahoma 73132  
 United States

**Contact Information**  
 Phone: 4054590949  
 Mobile: 4054590949  
 www.restorwoodwindows.com



Thank you!