


|   |   |   |                      |
|---|---|---|----------------------|
| <b>The City of Norman Historic District Commission</b><br><b>FOR CERTIFICATE OF APPROPRIATENESS (COA)</b>   |   | <b>Staff Only Use</b><br><b>HD Case #:</b><br><b>Date:</b><br><b>Received by:</b> |                      |
| <b>Note:</b> Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311   |   |   |                      |
| <b>Address of Proposed Work:</b>  |   | 712 Miller Ave., Norman, OK 73069   |                      |
| <b>Applicant's Contact Information:</b>   |   |   |                      |
|   | Applicant's Name: Jeff Majewski   |   |                      |
|   | Applicant's Phone Number(s): 713-732-9596   |   |                      |
|   | Applicant's E-mail address: <a href="mailto:jeff.majewski@cbre.com">jeff.majewski@cbre.com</a>  |   |                      |
|   | Applicant's Address: 13810 Myrtlea Dr., Houston, TX 77079   |   |                      |
|   | Applicant's relationship to owner: <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer <input type="checkbox"/> Architect |   |                      |
| <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) Repair and replace inoperable exterior garage door.  |   |   |                      |
| 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> 11/2/23 |
| <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 type="checkbox"/> Floor Plans  |







### **Request for Certificate of Appropriateness**

**Applicant:** Michelle & Jeff Majewski

**OK Address:** 712 Miller Avenue, Norman, OK 73069



**Request:** Approval for replacement of garage door.

The house at 712 Miller Ave. was built in 1951. Review of the City of Norman Historic Preservation Guidelines, 1951 construction falls outside the definition of the Miller Historic District defined as house built between 1910 – 1938 (section 1.6.2). Could not locate specific Guideline requirements for homes outside this time period.

The existing garage was inoperable. Would close on its own, which presented a life safety issue for occupants as well as vehicles. In addition, the prior garage door was not insulated, which created an unacceptable and dangerously frigid environment in the garage during the cold Norman winters.

The garage door was replaced with an insulated, metal door. Per section 2.4.11 of the City of Norman Historic Preservation Guidelines, a garage replacement door can be metal. Original size height & width must be maintained. The replacement door is exactly the same size and style – 4 panel & white.

Wanting to stay within the same genre as our neighbors, we reviewed surrounding properties and noted they had the same type of door as the Miller Ave. replacement. The surrounding properties, have a similar style door, both in material and appearance.

As you can see from the photo above, we are very proud of our Miller Ave. house. We fell in love with the neighborhood and surrounding area. In our humble opinion, we believe we have one of the nicest properties in the neighborhood. As proud parents of 2 University of OK students, we greatly appreciate how the City of Norman has welcomed our family to the town.

**Lots 33 & 34 on the Radius Map**



**Lots 16 & 15 on the Radius Map**



**and Lot 14 on the Radius Map**



## Request for Certificate of Appropriateness

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The garage door was replaced with an insulated, metal door. Per section 2.4.11 of the City of Norman Historic Preservation Guidelines, a garage replacement door can be metal. Original size height & width must be maintained. The replacement door is exactly the same size and style – 4 panel & white.

Wanting to stay within the same genre as our neighbors, we observed numerous properties with the same type of door as 712 Miller Ave. Metal, 4 panel.

Per my review of the Miller Historic District, currently there are 7 houses located in the District with similar, metal garage doors. 5 are considered historic as defined in section 1.6.2.

### Miller Historic District

| Address              | Yr Built | Historical Structure* | Metal Garage Door |
|----------------------|----------|-----------------------|-------------------|
| 620 Miller Ave.      | 1922     | Yes                   | Yes               |
| 504 Miller Ave       | 1930     | Yes                   | Yes               |
| 522 S. Crawford Ave. | 1930     | Yes                   | Yes               |
| 609 S. Crawford Ave. | 1930     | Yes                   | Yes               |
| 820 Miller Ave.      | 1940     | No                    | Yes               |
| 915 Miller Ave.      | 1940     | No                    | Yes               |
| 908 Miller Ave.      | 1921     | Yes                   | Yes               |
| 712 Miller Ave.      | 1951     | No                    | Yes               |

\* defined as houses built from 1910 - 1938 (section 1.6.2)





620 Miller Ave. **Built 1922**



504 Miller Ave. **Built 1930**



522 S. Crawford Ave. **Built 1930**



609 S. Crawford Ave. **Built in 1930**





820 Miller Ave. **Built in 1940**



915 Miller Ave. **Built in 1940**





908 Miller Ave. **Built in 1923**



**Proposal –**

- Utilize the existing garage door since the style is currently in use on both historical & non historical structures
- 712 Miller Avenue is not a historical structure
- Insert row of windows at the top
- Select from the 4 options below

**Current Garage Door**



**Previous Garage Door**



**Option 1 for window replacement**





**Option 2**



**Option 3**



**Option 4**



Submitted 4/18/2024

## 712 Miller Avenue

- Retain the existing metal garage door
- Add a veneer and trim to create the appearance that matches the recessed boxes and trim on the previous garage door. Picture attached.
- The garage door will be four panels with (2) recessed boxes on each panel



Submitted 4/18/2024









# **Historic District Commission Meeting Minutes**

**December 4, 2023**

**712 Miller Ave.**

Anais Starr presented the staff report.

- Anais Starr stated that this is an *ex post facto* request.
- Ms. Starr stated that this is a multi-unit structure and the proposed modifications will provide better internal programming to meet modern day expectations for a bedroom.
- Ms. Starr also stated that there is limited visibility of the non-contributing addition from the street.
- Commissioner Halford asked for clarification on where the brick will be when they are finished.

Alexandra Morelli, Applicant, discussed the project.

- Alexandra Morelli answered Commissioner Halford's question by stating the brick will be on the bottom section of the wall to match the existing brick seen on the rest of the house.
- Commissioner Thurston asked if they are doing anything to the windows on the west side of the addition.
- Ms. Morelli stated they will not be replacing any other windows at this time.

There were no public comments.

Commission Discussion:

- Commissioners found the request met Guidelines since the modifications are located on a non-original addition on the rear of the structure with limited visibility.

***The motion was passed unanimously with a vote of 7-0.***

4. (HD 23-41) CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE CERTIFICATE OF APPROPRIATENESS REQUEST FOR THE PROPERTY LOCATED AT 712 MILLER AVE FOR THE REPLACEMENT OF THE GARAGE DOOR.

Commissioner Halford recused himself from this item.

**Motion** by Sarah Brewer to approve (HD 23-41) replacement of the garage door, as submitted;  
**Second** by Michael Zorba.

Anais Starr presented the staff report.

- Anais Starr stated that this is a non-contributing structure.
- Ms. Starr also pointed out that this is an *ex post facto* request.
- Commissioner Zorba asked if there were any pictures of the original door.
- Ms. Starr stated that she missed adding to the PowerPoint, but that it is similar to a neighboring house with the garage door that has a fan windows at the top.
- Commissioners pulled up the image on iPads from the Cleveland County Assessor's website which were shared with the rest of the Commission.

Jeff Mejeski, Applicant, discussed the project.

- Jeff Mejeski explained that they turned the garage back into a functioning garage, instead of storage.
- Mr. Mejeski stated that they would had to have replaced the all parts of the garage door and that the previous door was wood and was too heavy to work on the tracts to stay open.



- Commissioner Dysart asked the applicant if he knew if he was in the Historic District when purchasing the house.
- Mr. Mejeski stated that yes he did but that they didn't understand all that it entailed, but he was happy to be in the District and wanted to comply with District Guidelines.

There were no public comments.

#### Commission Discussion:

- Commissioner Baroff stated that it looks fine and blends in well with the house.
- Commissioner Thurston stated that she doesn't really have a problem with it as submitted since it is a non-contributing structure.
- Commissioner Brewer stated that she would rather it be wood since the original door was wood.
- Commissioner Zorba commented back stated that it is non-contributing and not too concerned about setting a precedent.
- Commissioners stated that they would rather it be wood door or wood veneer as well as recessed panels, since previous front facing garages requests had been approved with those criteria.
- Jeff Mejeski asked the Commission if they would be fine with a wood veneer over the metal since it won't be as heavy as a wood door.
- Commissioners stated that it would be a reasonable solution.
- Mr. Mejeski stated he would like to look at options and come back to the Commission with a revised proposal.

**Motion** by Michael Zorba to amend the original motion to postpone to the February 5, 2024 Historic District Commission meeting to allow for revisions to the request; **Second** by Sarah Brewer.

***This amendment was passed unanimously with a vote of 6-0.***

***This motion as amended was passed unanimously with a vote of 6-0.***

#### FEEDBACK ITEMS

5. (HD 23-37) FEEDBACK ON A PROPOSED REAR ADDITION FOR THE STRUCTURE AT 425 S LAHOMA.

Commissioner Sarah Brewer recused herself from this item.

Anais Starr presented the staff report.

Cameron Brewer, applicant, discussed the project.

- Cameron Brewer made a presentation regarding an addition to the back of their house to add a primary suite as well as an office area.
- Mr. Brewer showed the Commission proposed site plan and drawings of proposed addition.
- Mr. Brewer stated that all exterior materials will match the house and will be wood.

#### Commissioners Discussion:

- Commissioner Zorba asked where all the utilities would be located.



**717 W Boyd**

**HDC approved garage door with veneer**





**536 Chautauqua**

**HDC Approved metal garage door with veneer**