TABLE OF CONTENTS

Table of Contents

Site and Setting

Site Features

2.1 Standards for Administrative Bypass
- .1 Garden Structures
- .2 Surface Parking
- .3 Storm Shelters
- .4 Swimming Pools

2.2 Guidelines
- .1 Pergolas and Trellis
- .2 Materials
- .3 Height
- .4 Swimming Pools
- .5 Storm Shelters

Garages

2.3 Standards for Administrative Bypass
- .1 Garage Door Replacement

2.4 Guidelines
- .1 Preserve Historic Garage Structures
- .2 Preserve Original Materials
- .3 Replace Only Deteriorated Portions
- .4 Request for Garage Demolitions
- .5 New Garage Construction
- .6 New Garage Height
- .7 New Garage Location
- .8 New Garage Materials
- .9 Additions to Garage Structures
- .10 Reconstruction of Historic Garage
- .11 Replacement of Garage Doors
- .12 Carports

Accessory Structures less than 400 square feet

2.5 Guidelines
- .1 Preserve Accessory Structures
- .2 Preserve Original Materials
- .3 Replace Only Deteriorated Portions
- .4 Request for Secondary Structure Demolitions
- .5 Make New Construction Compatible

Secondary Structures

2.6 Guidelines
- .1 Preserve Secondary Structures
- .2 Preserve Original Materials

Sidewalks, Driveways, and Off-Street Parking

Fences and Masonry Walls

Signage

2.11 Standards for Administrative Bypass
- .1 National Register of Historic Places and Plaques

2.12 Guidelines
- .1 Sign Ordinance Also Applies
- .2 Signs Must Be Compatible
- .3 Non-Contributing Resources

Non-Contributing Resources

2.13 Guidelines
- .1 Preservation Guidelines Apply
- .2 Support Harmony Between Old and New

Building Exteriors

Exterior Walls

3.1 Standards for Administrative Bypass
- .1 Removal of Wall Materials

3.2 Guidelines
- .1 Preserve Original Walls
- .2 Retain Original Building Materials
- .3 Replace Only Deteriorated Portions
- .4 Avoid Covering Original Materials
- .5 Replace Missing Features
- .6 Avoid False Historical Appearances
- .7 Substitute Materials

Wood Features

3.3 Guidelines
- .1 Preserve Original Features
- .2 Replace Only Deteriorated Elements
- .3 Replace Missing Features
- .4 Avoid False Historical Appearances
- .5 Rough Sawn Wood
- .6 Skirts
- .7 Treated Wood
- .8 Cleaning
- .9 Defining Features

Masonry and Brick Features

3.4 Guidelines
- .1 Preserve Original Features
- .2 Preserve Original Materials
- .3 Replace Only Deteriorated Elements
- .4 Replace Surfaces Only as Necessary

Stone

Historic Concrete Block and CMU

Synthetic Materials / Stucco

Metal

Roofs

3.9 Standards for Administrative Bypass
- .1 Re-Roofing
- .2 Gutters
- .3 New Features

3.10 Guidelines
- .1 Preserve Original Features
- .2 Replace Only Deteriorated Portions of Roof Features
- .3 Replacements Match Original
- .4 Replace Missing Features
- .5 Built-In Gutters
- .6 Locate New Features and Mechanical Equipment Carefully
- .7 Retain the Original Roof Form and Details
- .8 Existing Dormers
- .9 New Dormers
- .10 Alternative Materials for Roofs

Windows

3.11 Standards for Administrative Bypass
- .1 Window Replacement
- .2 Storm Windows and Screens
- .3 Awnings

3.12 Guidelines
- .1 Retain Original Windows
- .2 Retain Historic Glass
- .3 Glass Replacement
- .4 Glass Variations
- .5 Replace Only Deteriorated Features
- .6 Sash Replacement
- .7 Window Replacement
- .8 Retain Original Metal Windows
- .9 Preserve Original Openings
- .10 Materials
- .11 New Primary and Accessory Structures. Construction.
- .12 Additions
- .13 Install Awnings Carefully

Doors

3.13 Standards for Administrative Bypass
- .1 Door Replacement
- .2 Screen Door Replacement
- .3 Storm Doors and Screens

3.14 Guidelines
- .1 Retain and Preserve Original Doors
- .2 Replace Only Deteriorated Features
- .3 Retain and Preserve Transoms and Sidelights
- .4 Retain Historic Glass

Entrances, Porches, and Balconies

Utilities and Energy Retrofit

Accessibility, Health and Safety Considerations

3.19 Standards for Administrative Bypass
- .1 Access Ramp if they meet the following standards
- .2 Safety Aid
- .3 Doorways

3.20 Guidelines
- .1 Security Bars
- .2 Accessibility Ramps
- .3 Lifts Require Approval
- .4 Add Safety Aids Carefully
- .5 Modify Doorways Carefully

Additions and New Construction

Decks

4.1 Standards for Administrative Bypass
- .1 Decks under 300 square feet

4.3 Guidelines
- .1 Protect Historic Structure
- .2 Deck Locations
- .3 Deck Design Should Reflect Building Design
- .4 Align Deck with First Floor Level
- .5 Preserve Significant Building Elements
- .6 Decks May Not Detract from Overall Character

Additions to Historic Buildings

4.4 Guidelines
- .1 Make Additions Compatible
- .2 Locate Addition Inconspicuously
- .3 Limit Size and Scale
- .4 Preserve the Site
- .5 Avoid Detracting From Principal Building

New Primary Structures

4.5 Guidelines
- .1 Consider Historic Context
- .2 Select Doors & Windows and Doors Carefully
- .3 Select Compatible Finishes
- .4 Design
- .5 Location
- .6 Evaluate Potential for Archeological Resources
- .7 Avoid False Historical Appearance

Relocation and Demolition

Relocation of Structures

Demolition of Structures

Appendices

Site and Setting

Site Features ~~and Landscape~~

2.1 Standards for Administrative Bypass ~~Guidelines for Site Features and Landscape~~

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, then the application will be forwarded to the Historic District Commission for a full review.

.1 Garden Structures. Garden structures such as a pergola or freestanding trellis 120 square feet or less, located behind the principal structure with limited or no visibility from the front right-of-way. Wood, metal, wood composite or combination of these materials are acceptable. Vinyl structures are prohibited.

.2 Surface Parking. Parking areas 400 square feet or less, located off the alleyway and not visible from the front right-of-way. Corner lots have two fronts.

.3 Storm Shelters. Above ground storm shelters 120 square feet or less that are not visible from the front right-of-way. Underground storm shelters of any size located in the rear yard and not visible from the front right-of-way. Corner lots have two fronts.

.4 Swimming Pools. Located behind the principal structure in the rear yard and not visible from front right-of-way. Corner lots have two fronts.

2.2 Guidelines ~~for Site Features and Landscape~~

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

.1 Pergolas and Trellis. Garden structures, such as pergolas and trellis, larger than 120 square feet, are to be located behind the principal structure with very limited or no visibility from the front right-of-way. Front or side yard installation can be considered if documentation shows one existed historically. Structures abutting or attached to the principal structure will be reviewed as a building addition. Structures that have a roof and/or sides will be reviewed as accessory structures.

.2 Materials. Structures are to be comprised of wood. Metal, composite wood or cement fiberboard will be considered on a case-by-case basis. Vinyl is prohibited.

.3 Height. Structure shall be no taller than the height of the principal structure.

~~.1 Swimming Pools. Locate swimming pools in unobtrusive locations.~~

.4 Swimming Pools. Swimming Pools are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations will be considered on a case-by-case basis. A front yard installation is prohibited. Corner lots have two fronts.

.5 Storm Shelters. Above ground storm shelters greater than 120 square feet are to be located behind the principal structure with no visibility from the front right-of-way. Side yard installations of below ground storm shelters will be considered on a case-by-case basis. A front

yard installation of above ground or below ground storm shelters are prohibited.

~~2.2 Archaeology (Advisory Only)~~

~~2.3 Guidelines for~~ Garages ~~& Accessory Structures~~

2.34 Standards for Administrative Bypass ~~for Garage~~

.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 is an allowed
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.

2.45 Guidelines ~~for Garages~~

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

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

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

.3 Replace Only Deteriorated Portions. If replacement of a deteriorated element or detail of a historic garage ~~or accessory building~~ is necessary, replace only the deteriorated portion in-kind rather than replacing the entire feature. Match the original in design, dimension, texture, and material. Consider ~~a~~ compatible substitute materials only if ~~using~~ the original ~~materials~~materials are ~~is not technically feasible~~no longer available.

.4 Request for Garage Demolitions. ~~The HDC will consider the following criteria when a garage structure demolition and/or replacement is proposed:~~

- ~~Is the existing structure of extraordinary architectural or historical significance?~~
- ~~Is existing structure dilapidated, leaning, lacking a solid foundation, or of substandard construction?~~
- ~~Is existing structure 240 square feet or less?~~
- ~~Was existing structure built after the period of significance?~~
- ~~Will demolition enable access to the rear yard where none currently exists?~~
- ~~Will new structure be limited to one car?~~
- ~~Will new structure have similar street visibility as existing structure?~~
- ~~Will new structure utilize alley access where none currently exists?~~
- ~~Will new footprint be 500 square feet or less?~~

- ~~Will proposed construction preserve existing trees?~~

A request to demolition a historic garage will utilize the following in determining the eligibility for demolition:

a. An existing structure of architectural or historical significance should 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 Make New Construction Compatible. If a new garage is the approved alternative, it shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New accessory structures shall maintain the traditional height and proportion of accessory buildings in the district.~~

.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, should be no greater than the footprint of the principal structure. New garage are to be subservient to the principal structure in no case will the garage structure be taller, wider or deeper than the principal structure.
d. Garages shall be not be any 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 should 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 an adjacent properties contain similar height garages. One and a half story garages may be built if their massing and height are similar to that of the original garage or adjacent one-story 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 should maintain the location and configuration of a historic garage, typically at the end of a front driveway. Such garages should 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 should 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. Addition shall not be greater than the footprint of the existing garage. Must match the materials and design of exiting garage structure.

.10 Reconstruction of Historic Garage. The reconstruction of out buildings should 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 should be located at the end of a driveway along the side property line and face the front street right-of way.

~~.6 **Setback Variance**. If a new garage violates the City's setback requirements, applicants must apply to the Board of Adjustment for a variance. If a COA is granted, the HDC will provide a letter of recommendation to the Board of Adjustment to accompany the application for variance.~~

~~.7 **Design Carports Carefully**. Carports require a COA. They shall be unattached to the primary structure, located in the rear yard, be constructed of wood or masonry, and have limited visibility from the street.~~

.118 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~~1~~ **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 have two fronts
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.

~~.8 **Small Buildings Allowable by Administrative Bypass.** Accessory buildings which have a footprint no greater than 108 square feet and are not constructed on or attached to a concrete slab, foundation, or permanent base and have no electric, plumbing, or gas service connection do not require a building permit. However, an Administrative Bypass is required, subject to the conditions set forth in Chapter 1.32. It is recommended that the design of these buildings be compatible with the primary structure and the other surrounding or nearby structures or screened with fencing or landscaping.~~

Accessory Structures less than 400 square feet

~~Guidelines for Accessory Structures less than 400 square feet~~
~~Standards for Administrative Bypass for Accessory Structures less than a 400 square feet~~
~~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, then the application will be forwarded to the Historic District Commission for a full review.~~

2.5 Administrative Bypass

Small Accessory Structures 120 square feet or less.

Must meet the following:

a. No greater than 120 square feet footprint. Owner/applicant must meet the building codes requirement for a building permit.

b. The design of accessory buildings are compatible with the primary structure and surrounding district.

c. Located in the rear yard with no visibility from the front right-of-way.

d. Metal and vinyl exterior materials are prohibited.

2.6~~5~~ Guidelines ~~for Accessory Structures with less than 400 square feet footprint~~

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

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

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

.4 **Request for Accessory Structure Demolitions**. A request to demolish a historic accessory structure will utilize the following in determining the eligibility for demolition:

a. An existing structure of architectural or historical significance should 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 **Make New Construction Compatible**. Accessory structures greater than 120 square feet but less than 400 square feet shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New construction must meet the following:

a. Located in the rear yard, and not visible from front right-of-way.
b. Compatible in design, style, material to the principal historic structure and the surrounding historic neighborhood.
c. Select materials and finishes for proposed new accessory buildings that found in historic structures 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 with limited visibility from the front right-of-way. Structures with no visibility from the front may utilize cement fiberboard. No metal or vinyl structures allowed.
d. New accessory structures shall be one-story in height and less than 10 feet in wall height.

Structures with a footprint of 400 square feet and greater and/or taller than one-story will be reviewed utilizing the either the Guidelines for Secondary Structures or the Guidelines for Garages.

Secondary Structures

2.76 Guidelines ~~for 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.

.1 **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 should remain the same.

.2 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.

.3 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.

.4 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 should 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 Make New Construction Compatible. Secondary accessory structures are to be compatible with the principal structure and surrounding district and in no case should 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.

.6 Size of New Secondary Structures. A new secondary structure should be subservient to the principal structure. It should be no wider, deeper, or taller than 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, should be no greater than the footprint of the principal structure. 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.

.7 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 have two fronts.

.8 **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.

.9 **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.

.10 **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.

~~2.4~~ Sidewalks, Driveways, and Off-Street Parking

2.~~7~~84.1 Standards for Administrative Bypass ~~for Sidewalks, Driveways, and Off-Street Parking~~

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, then the application will be forwarded to the Historic District Commission for a full review.

.1 **Driveways.** Widening of an existing driveway or the installation of a new driveway to a maximum width of 10 feet. Driveways are to be constructed from materials allowed by city codes. Approaches can be widen to a maximum of 16 feet.

.2 **Concrete Areas.** Concrete patios/areas 300 square feet or less and not visible from the front right-of-way (s). Corner lots have two fronts.

.3 **Parking pads.** Parking pads 400 square feet or less are allowed if located off alley and vehicles parked on the parking pad not visible from the front right-of-way (s). Corner lots have two fronts.

.4 **Walkways.** Private sidewalks and walkways in the rear yard as long as they meet typical configuration.

2.~~8~~94.2 Guidelines ~~for Sidewalks, Driveways, and Off- Street Parking~~

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**. ~~In historic districts, residential~~ 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 ~~near~~ 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 ~~Norman Zoning Ordinance~~ 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 should be designed to be compatible in location, patterns, spacing, configurations, dimensions, and materials with existing walkways and driveways. Paved areas should 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 have two fronts. 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.

~~2.5~~

Fences and Masonry Walls

2.910 Standards for Administrative Bypass ~~for Fences and Masonry Walls~~.
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, then the application will be forwarded to the Historic District Commission for a full review.

.1 If an existing fence or wall is ~~being~~ replaced with a fence ~~one~~ that is the same in material, height, location, and design~~,~~ it will be considered ordinary maintenance and repair and will not require a Certificate of Appropriateness.

.2 Front and side yard fences of up to 4 feet in height and rear yard fences of up to 6 feet in height, may be approved by Administrative Bypass if they meet the following criteria:

a. Composed of the following materials: wood, cast iron, iron, twisted wire, painted aluminum that mimics the appearance of cast iron or iron fences or a combination of these materials. Chain link, stone, brick, or stucco walls will be forwarded to the Historic District Commission for review. Vinyl fences are prohibited.
b. Of traditional or historic design, contemporary designs/horizontal designs will be forwarded to the Commission for review.
c. No footing required. Walls or fences that require a footing shall be forwarded to the Commission for review.

2.10 Guidelines ~~Standards for Fences and Masonry Walls~~
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 **~~Preserve Original~~ Materials**. Retain and preserve ~~exterior~~ 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. 4-foot tall chain link in the side or year yards will be considered on a case-by-case basis.

~~.3 **Replacing Non-Conforming Fences**. Existing fences that are non-conforming as to height, material, style and placement shall not be replaced in kind. Replacement fences shall be~~

~~conforming as to height, materials, and placement.~~

.~~3~~4 **Front Yard Fences**. ~~Front yard fences of up to 4 feet in height may be approved by Administrative Bypass.~~ Front yard fences taller than 4 feet are prohibited by the *Norman Zoning Ordinance*. ~~See diagram #__ for definition.~~

.~~4~~5 **Side Yard Fences**. Side yard fences of up to 4 feet in height may be approved by Administrative Bypass. Side yard fences taller than 4 feet require a COA. Side yard fences taller than 6 feet are prohibited. ~~See diagram #__ for definition.~~

.~~5~~6 **Rear Yard Fences**. ~~Rear yard fences of up to 6 feet in height may be approved by Administrative Bypass. Rear yard fences taller than 6 feet require a COA.~~ Rear yard fences of a contemporary design or of non-traditional materials or of height greater than 8' 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. ~~Rear yard fences taller than 8 feet are prohibited by the Norman Zoning Ordinance~~The Norman Zoning Ordinance prohibits rear yard fences taller than 8 feet. ~~See diagram #__ for definition.~~

.~~6~~7 **Fences on Corner Properties Adjacent to Alleys**. Fences on corner properties with alley access shall be located very carefully to maximize sight lines and minimize conflicts between alley traffic, pedestrians, and on-street traffic.

.~~7~~8 **Fence and Wall Materials**. Fences or walls shall be constructed of wood, brick, stone, iron or cast or forged metal, stucco, or a combination of these ~~materials, which are consistent with period styles in Norman's historic districts. Stone~~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~~9 **Colors and Finishes**. Although paint color is not regulated by the Commission, it is strongly recommended that wood fences be stained or painted in colors and finishes appropriate to the style and period of the property and the district or left unfinished. No decorative murals shall be applied to fence or wall surfaces visible from the street.

.~~9~~10 **Finished Side Out**. Fences or walls facing the street shall be constructed with the finished side out.

.~~10~~11 **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. ~~A fence over 4 feet in height shall be set back a minimum of 2 feet.~~ 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 should tie into the existing fence. ~~In no case shall a fence extend beyond the property line.~~

~~**Note: This section shall be accompanied by Fence Palette detailing approvable fence styles and configurations.**~~

Signage

~~2.6 Guidelines for Signage~~

2.12~~1 6.1~~ Standards for Administrative Bypass ~~for Signage~~

The following item can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process:

.1 National Register of Historic Places Plaques. A National Register of Historic Place commemorative plaques, if less than 2 square feet, bronze, mounted so that will not permanently damage the exterior façade material or impact the architectural features of the structure of the historic structure.

2.13 ~~12 6.2~~ Guidelines ~~for Signage~~

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

.1 Sign Ordinance Also Applies. In addition to a review by the Historic District Commission, signs will be subject to the regulations and permitting requirements established in Chapter 18 of the Code of Norman, Oklahoma, also referred to as the Sign Ordinance. Applicants shall coordinate the design and placement of any sign in a historic district with the Sign Ordinance as well as these guidelines.

.2 Signs Must Be Compatible. Size, design, and placement of a sign shall relate to the architectural elements of the structure. Signs shall be compatible with other signs and other structures along the street.

.3 Non-Contributing Resources. Signs associated with non-contributing structures will be controlled only to the degree necessary to make them compatible with the general atmosphere of the district.

~~2.7~~ Non-Contributing Resources

~~2.7.1 Standards for Administrative Bypass for Non-Contributing Resources~~

~~There are no items eligible for Administrative Bypass.~~

2.14~~37~~.~~2~~ Guidelines ~~for Non-Contributing Resources~~

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

.1 Preservation Guidelines Apply. The Historic Preservation Guidelines apply to all structures in Norman's Historic Districts, both contributing and non-contributing.

.2 Support Harmony Between Old and New. Non-contributing structures shall be controlled only to the degree necessary to make them compatible with the general atmosphere of the district with regard to alterations, additions, changes to the site, and the like. As with all requests for Certificates of Appropriateness in historic districts, each project will be evaluated

on its own merits for overall impact on the district as a whole.

Building Exteriors

~~3.1 Guidelines for~~ Exterior Walls

3.1~~.1~~ Standards for Administrative Bypass ~~for Exterior Walls~~

The following item can receive a Certificate of Appropriateness (COA) through the Administrative Bypass:

.1 Removal of wall materials. Removal of non-original or contemporary synthetic materials siding to reveal existing historic siding and trim 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~~1.2~~ Guidelines ~~for Exterior Walls~~

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~~in-kind rather than the entire feature. Match the original in material, design, dimension, detail, texture, and pattern. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.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. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.6 Avoid False Historical Appearances. Features or details of walls and fences that are introduced to a ~~house~~ property should reflect its style, period, and design. Fences and walls

Features should not create a false historical appearance by reflecting other time periods, styles, or geographic regions of the country.

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

Wood Features

~~3.2.1 Standards for Administrative Bypass for Wood Features~~

~~See pertinent sections for items eligible for Administrative Bypass.~~

3.3~~2.2~~ Guidelines ~~for Wood Features~~

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~~in-kind rather than 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~~ no longer available.

.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. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

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

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

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

.7 **Treated Wood.** All treated wood should 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.

~~3.3 Guidelines for~~ Masonry and Brick Features

~~3.3.1 Standards for Administrative Bypass for Masonry and Brick Features~~
~~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, then the application will be forwarded to the Historic District Commission for a full review.~~

~~.1 **Chimneys.** Primary chimneys are a character-defining masonry feature of historic structures and should be preserved. A non-functional, secondary chimney visible only at the roof and located on the back half of the structure, may be approved through the Administrative Bypass.~~

3.4~~3.2~~ Guidelines ~~for Administrative Bypass for Masonry Features~~
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 masonry features that contribute to the overall historic character of a building, including foundations, chimneys, cornices, steps, piers, columns, lintels, arches, and sills. Installing brick or block where these materials were not originally used is prohibited. Installing brick on the walls of a house that originally had wood siding is prohibited as it changes the character of the house and can destroy the wood beneath.

.2 **Preserve Original Materials**. Retain and preserve historic masonry materials, such as brick, terra-cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their distinctive construction features.

.3 **Replace Only Deteriorated Elements**. If replacement of a deteriorated detail or elements of masonry feature is necessary, replace only the deteriorated in-kind rather than replacing the entire feature. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.4 **Replace Surfaces Only As Necessary**. Replace large masonry surfaces ~~in kind~~in-kind only as necessary, matching the original in design, detail, dimension, color, pattern, texture, and material. Consider substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.5 **Replace Missing Features**. Replace missing masonry and brick features based on accurate documentation of the missing original or a new design compatible in size, scale, material, and texture with the style, period, and design of the historic building and the district as a whole. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.6 **Preserve Unpainted Surfaces**. It is not appropriate to paint unpainted masonry and

brick surfaces that were not painted historically. Repaint previously painted masonry surfaces in colors appropriate to the historic building material, the building, and the district.

~~.7 **Chimneys**. Chimneys are often a character-defining masonry feature of historic structures. A non-functional, secondary chimney visible only at the roof may be considered for removal on a case by case basis per Administrative Bypass.~~

.7 Chimneys. Retain and preserve primary chimneys. If a chimney, often used as a flue rather than fireplace, is to be removed from the interior of the house, retain the portion above the roofline. A platform will need to be constructed in the attic to carry the weight of the chimney. If a secondary non-functional chimney that is visible from the front right-of-way will be reviewed for removal on a case-by-case basis.

.8 Demolition of Chimneys. Chimneys are a character-defining feature and should be retained and maintained. If the foundation of the chimney has failed or the chimney is badly deteriorated, the chimney can be carefully dismantled and reconstructed using original materials or materials matching the original. Mortar should match the original in composition and joint profile.

.9 Materials. Replace loose or missing mortar with one of the same composition as the original. Mortar is important to the integrity of the brick wall. If the mortar is missing, its replacement should match the historic mortar in composition, color, and joint width. Use a sand-lime recipe for mortar, which is compatible with the old brick. Modern masonry mortar has cement as a main ingredient, which is too hard for historic brick. A high Portland cement content will trap moisture in the brick and cause it to deteriorate.

.10 Flashing. Repair or replace flashing as needed to ensure a watertight connection between the chimney and roof.

.11 Cleaning. Historic buildings should be cleaned in the gentlest means possible which typically includes water and soft bristle brushes. Sandblasting and high-pressure washing can cause irreparable damage to brick and are not permissible. Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the brick.

Stone

3.5~~3~~ Guidelines ~~for Stone~~

A full review by the Historic District Commission will take the following cri-teria into consideration to be issued a Certificate of Appropriateness (COA):

.1 Replacing Deteriorated Elements. Replace deteriorated stone with stone that matches the original in color and texture.

.2 Mortar. Replace deteriorated or missing mortar with mortar of the same composition as the original in composition and color.

.3 Portland Cement. Do not use Portland Cement on historic stone structures. Portland cement, or masons mortar, is too hard and will cause the stone to deteriorate and crumble.

.4 **Foundation.** The addition of stone to the foundation or exterior of a house is prohibited.

.5 **Walls.** Retain and preserve historic stonewalls.

.6 **Chemicals.** Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the stone. Some chemicals may burn the face of stone.

5.3 Historic Block Block andCMU (Concrete Masonry Unit)

5.3.1 Standards for Administrative Bypass for CMU

There are no Administrative Bypass eligible items.

3.65.3.2 Guidelines for CMU

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

.1 **Retain Original Materials.** Retain historic concrete block as a building material and maintain it.

.2 **Mortar.** Replace deteriorated or missing mortar with mortar of the same composition and joint profile.

.3 **Paint.** Painted concrete block should remain painted.

.4 **Landscape.** Retain and maintain historic concrete block. This may include repairing or reconstructing foundations.

.5 **Contemporary Concrete Masonry Units**. Contemporary CMU is not appropriate for use on a historic structure.

5.4 Synthetic Materials / Stucco

5.4.1 Standards for Administrative Bypass for Synthetic Materials/Stucco

3.75.4. Guidelines

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

.1 **Retain Original Materials.** Retain and repair the original building material. Installing any synthetic building material or stucco on top of existing wood is prohibited. Many of these materials can trap moisture in the wall, which will cause the wood beneath to deteriorate. It can also trap moisture in the insulation, which reduces the value of the insulation.

.2 **Replace Deteriorated Materials.** Replace only that material which is beyond repair with visually compatible new material. Match the original in profile as closely as possible.

.3 Retain Character Defining Features. Installing synthetic siding on top of an existing siding as a way of "modernizing" the house or attempting to make the house more energy efficient is prohibited. This changes the character of the original design and frequently destroys the character-defining features of the house and neighborhood.

.4 Stucco. Stucco is a material that may develop hairline cracks over time. It should be gently washed with low pressure and allowed to dry thoroughly. The application of an elastomeric paint will cover most hairline cracks and provide some flexibility at those locations.

.5 Details. Retain details as corner boards, windows and door surrounds, gable vents and rafter ends.

.6 Cement Fiberboard. Cement fiberboard (Hardieplank) and synthetic wood materials are prohibited except for new construction. These are not comparable substitutes for wood siding except in certain applications. A good use of cement board siding is where it is in contact with the ground, such as the skirt of a pier-and-beam house. Be sure to retain ventilation of the crawl space. If using cement board, use smooth only. Wood used in historic houses was sanded smooth with no obvious grain.

~~5.5~~ Metal

3.8~~5.5.1~~ Guidelines ~~for Metal~~

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

.1 Replacing Deteriorated Material. Replace deteriorated metal with new primed metal of the same or compatible material. Metal materials should not be used to replace wood or other historic non-metal materials.

.2 Aluminum. Aluminum should not replace wood as a building material but is used for cornices and other details on many buildings. This is especially true of doors and windows and their frames. If aluminum appears to be the only option as a replacement material for deteriorated wood, the aluminum should be of similar profile and should have a factory painted finish. Mill finish or "shiny" aluminum should not be used on a historic building to replace a previously painted material.

.3 Paint. It is important to keep pressed metal, cast iron and steel well painted to avoid rust and deterioration.

.4 Decorative Details. Retain metal decorative roof details when replacing the primary roofing material.

.5 Decorative Iron. Do not create a false history by installing decorative iron work over windows that did not include them in the original design.

.6 Pressed Metal. Do not create a false history by installing a pressed metal skirt where one did not previously exist

~~3.4 Guidelines for~~ Roofs

3.9~~4.1~~ Standards for Administrative Bypass ~~for Roofs~~

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, then 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 have two fronts.

3.10~~4.2~~ Guidelines ~~for Roofs~~

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 ~~and~~ roof features that contribute to the overall historic character of a building, such as cresting, dormers, cupolas, and cornices. ~~Tile and slate roofs rarely need to be discarded.~~

.2 Replace Only Deteriorated Portions of Roof Features. If replacement of a deteriorated roof feature is necessary, replace only the deteriorated portion ~~in kind~~ in-kind to match the original feature in design, dimension, detail, and material. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

.3 Replacements Match Original. If full replacement of historic roofing material or feature is necessary, replace it ~~in kind~~in-kind, matching the original in scale, detail, pattern, design, and material. Consider compatible substitute materials only if using the original material is ~~not technically feasible~~ no longer available.

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

.5 ~~Avoid Replacing~~ Built-In Gutters. Retain and preserv~~ac~~ ~~It is not appropriate to replace concealed,~~ built-in gutter systems ~~with exposed gutters~~.

.6 **Locate New Features and Mechanical Equipment Carefully**. ~~Adding new features or equipment on a roof requires a COA.~~ New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae,

shall be introduced carefully so as not to compromise the historic roof design, or damage character-defining roof materials, or the overall character of the historic district.

.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 should be preserved and only elements beyond repair may be replaced. If a replacement is needed, original size and shape should 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 should 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.

~~3.5 Guidelines for~~ Windows ~~and Doors~~

3.11~~5.1~~ Standards for Administrative Bypass~~ for Windows~~:

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

.1 **Window Replacement by Administrative Bypass.** An historic window that is deteriorated more than 50% and is not repairable may be replaced in-kind if it meets the following:

a. Replace original windows in-kind, meaning match the original in material and finish.
b. Muntin width and profile are same as the original in width and profile.
c. Light pattern is the same as the original.
d. True divided lights (panes) are the same as the original glass thickness.
e. Size and dimension of all window components are the same as the original.
f. Replacement of less than 50% of the windows on a given elevation.

.2 **Storm Windows and Screens**. The use of interior storm windows is encouraged Installation of storm windows if they meet the following criteria:

a. Wood framed, full-light storms and screens that are low profile and align with meeting rails of the window.
b. Relatively unobtrusive, narrow-profile, metal exterior storm windows that do not obscure the window itself, that are carefully installed to prevent damage to the sill or the frame, and that are finished in a painted or a baked-enamel color compatible with the sash color are allowed. Storm window rails to align with meeting rails of the window.

c. The use of ¼ inch thick clear laminated glass for the purposes of weatherization and noise reduction maybe used in storm windows.

.3 Awnings. Window awnings that conform to following criteria:

a. Material is fabric
b. Of traditional style and shape
c. Located on the rear of the structure.
d. Installed over windows, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.

3.12~~5.2~~ Guidelines ~~for Windows~~

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

.1 ~~Preserve~~ Retain Original Windows. Retain and preserve original windows, including glass, frames, sash, muntins, sills, heads, moldings, surrounds, and hardware.

.2 Retain Historic Glass. Retain original glass in historic windows if at all possible. Leaded glass windows shall be preserved. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.3 Glass. Retain original glass in historic windows. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.4 Glass Variations.

a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.
b. Beveled glass in doors and windows is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.
c. Colored Glass. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

~~.3 **Preserve Original Doors**. Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, surrounds, thresholds, and hardware.~~

.5~~4~~ Replace Only Deteriorated Features. If replacement of a deteriorated window or door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit. Broken sash cords, for example, can be repaired and do not necessitate replacing an entire window. Match the original in design, dimension, placement, and material.

~~.5 **Replacement Doors**. Replacement doors and door surrounds shall be appropriate to the style of the structure. Doors shall be relocated, enlarged, or introduced only when the alteration is appropriate to the style of the building.~~

~~.6 **Storm/Screen Doors**. Wood framed screen doors and full-light storm doors do not~~

~~require a COA or Administrative Bypass.~~

~~.7 **Window Replacement by Administrative Bypass**. A deteriorated window may be replaced "like with like," based on the following criteria:~~

- ~~Typically all wood construction~~
- ~~Muntin width and profile are very similar to the original in width and profile~~
- ~~Light pattern is the same as the original~~
- ~~True divided lights (panes) are the same as the original~~
- ~~Size and dimension of all window components are the same as the original.~~

.~~6~~8 **Sash Replacement**. Replacement sash, often referred to as sash re- placement kits, are acceptable for use in historic structures. However, re-placement window sash shall be unclad wood, with single-pane thickness, true divided light patterns that match the historic muntin pattern and profile of the house.

.7~~9~~8 **Window Replacement. ~~by COA.~~** ~~A deteriorated window replacement, other than "like with like," as defined above requires a COA and shall conform to the following~~An original window that is deteriorated more than 50% and is not repairable may be placed in-kind if it meets the following:

- Shall have a wood exterior, unless replacing a metal casement window
- ~~Aluminum or vinyl cladding is not appropriate~~
- Light patterns same as the original
- Size and dimension the same as the original
- Double-pane simulated divided lights with wood muntins on the exterior and interior and a shadow bar between the panes may be allowed for windows on the side or rear that are not visible from the street.

.8~~10~~9 **Retain Original Metal Windows**. Replace original metal casement windows only as a last resort after weatherization measures have proven unsuccessful.

.9~~11~~10 **Preserve Original Openings**. Do not create new openings in the front or side facades of historic structures. Do not enlarge or diminish existing openings to fit stock window ~~and door~~ sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.

~~.11 **Locate Privacy Glass in Rear**. Privacy glass may be installed where required in divided light windows (such as in a bathroom) but only located in the rear 50% of the structure. Smoked or tinted glass is not appropriate for use in historic structures.~~

~~.12 Use Wood Windows in Primary Structures and Additions. For construction of new primary structures, choose windows that complement window types in surrounding structures in material, placement, size, shape, and design. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between~~

~~the panes are permitted. Aluminum cladding of wooden windows is permissible for use in construction of new primary structures and additions. Vinyl cladding of wood windows is not appropriate.~~

.104 Materials. Wood is allowable for in-kind replacement of windows. Aluminum-clad and metal windows can be considered for the replacement of metal casement windows that are deteriorated on a case-by-case basis. Fiberglass and aluminum–clad windows can be considered on non-contributing resources and on rear elevations not visible from the front right-of-way. Vinyl-clad windows are prohibited for both contributing and non-contributing structrues in the historic districts.

.11~~5~~ New Primary & Accessory Structures. Construction. Windows in new construction are to compatible with in adjacent historic structures in terms of size, profile, design, proportions, and material. Wood and aluminum clad windows are acceptable for use in new construction.

.12~~6~~ Additions. For construction of additions, choose windows that match the original structure. While single-pane, true divided light, wood frame windows are the most desirable choice for new construction in historic districts, double-pane glass wood windows with interior and exterior applied muntins and shadow bars between the panes are permitted. Aluminum cladding of wooden windows is permissible for use in additions. Vinyl or vinyl-clad windows are prohibited.

.13~~7~~3 Install Awnings Carefully. ~~Fabric window awnings that conform to material, style, shape, and location may be approved by Administrative Bypass.~~ Install fabric awnings over window, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured. Awnings composed of wood or metal are not permitted unless there is historic documentation of their use.

~~3.6~~ Doors

3.13~~6.1~~ Standards for Administrative Bypass ~~for Doors~~:
The following items can receive a Certificate of Appropriateness (COA) through the Administrative Bypass process if they meet the criteria listed below. If they do not meet the criteria, then the application will be forwarded to the Historic District Commission for a full review.

.1 Door Replacement. A deteriorated door that is not repairable may be replaced in-kind, meaning a door that matches the original in materials and design. A non-original ~~steel~~ door may be replaced with a wood door that is appropriate design for the house and the historic district.

.2 Screen Door Replacement. Screen doors should be retained and re–paired when necessary. Any replacement screen door should match the historic screen door and should be built to mirror the panels and sash divisions of the door that it covers.

.3 **Storm Doors and Screens**. Storm doors ~~are to be~~ constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors required to ~~be painted~~be painted, stained, or have a baked-enamel finish color compatible with the color of the existing door. If storm and screen doors are installed where none existed originally, select a "full vision panel" design to allow the original door to be seen.(Additional information on storm windows and doors is provided in Section 3.17~~4.9~~, Utilities and Energy Retrofit).

3.14~~6.2~~ Guidelines ~~for Doors~~

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

.1 **Retain and Preserve Original Doors.** Retain and preserve original doors and door surrounds including frames, glazing, panels, sidelights, fanlights, sur-rounds, thresholds, and hardware on front doors and side doors visible from the street.

.2 **Replace Only Deteriorated Features.** If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in-kind rather than the entire unit.

.3 **Retain and Preserve Transoms and Sidelights.** Transoms and sidelights should be retained and preserved. Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.

.4 **Retain Historic Glass**. Retain original glass in historic doors. Bubbles and waves give old glass its distinctive look and add to the historic character of the house.

.5 **Glass Variations**

~~*~~a. Privacy glass may only be located in the rear or on the side of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.

~~*~~b. Beveled glass in doors is allowed as long as it is compatible with style of the historic building and the original configuration of window panes remains.

~~*~~c. Colored Glass. Colored glass may be used in transoms and sidelights if supported by historical documentation or compatible with the architectural style.

.6~~4~~ **Wood Doors.** Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.

.7~~5~~ **Replacement Doors.** Replacement doors on a historic structure are to be wood and in appropriate design, size and details in keeping with the style of the house. Installation of steel doors on the front of a historic structure is prohibited. Aluminum clad doors are permissible on rear of the structure on a ~~limited case by case~~case-by-case basis.

.8~~7~~ **Preserve Original Openings.** Do not create new openings in the front or side facades of historic structures. Do not enlarge or diminish existing openings to fit stock door sizes. If new openings are necessary to meet code requirements, they shall be compatible with historic windows for that structure in proportion, shape, location, pattern, size, materials, and details.

.98 **Materials.** Wood is allowable for in-kind replacement of doors. Fiberglass and aluminum–clad doors can be considered on non-contributing resources and on rear elevations of historic structures when not visible from the front right-of-way. Vinyl is prohibited for historic and non-contributing structures.

.109 **New Primary & Secondary Accessory Structures**. ~~Construction.~~ Doors in new construction should be similar to ~~windows~~ those in adjacent historic structures in terms of size, profile, design, proportions, and material. Aluminum clad and fiberglass doors with limited or no visibility from the front façade can be considered on a case-by-case basis.

.110 **Additions.** For construction of additions, choose doors that match the original structure. Aluminum-clad wood doors are permissible for use in additions that are not visible from the front right-of-way. Fiberglass doors can be considered on a case-by-case basis.

~~3.76 Guidelines for~~ Entrances, Porches, and Balconies

3.157.1 Administrative Bypass Standards ~~for Entrances, Porches and Balconies~~
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 review.

.1 Screening of a rear porch. Screening of a rear porch that is temporary, easily reversible, and is designed to preserve the historic character of the porch and the building. Screening must be with compatible materials.

.2 Balconies and Porches. Balconies and porches that are less than 120 square feet, built on the rear and not visible from the front right-of-way and built with compatible with the structure in material, scale, and size.

.3 Handrails. Installation of handrails required by building code may be approvable by Administrative Bypass. Handrails must meet adopted City building codes and be of a simple design that is compatible with the house in material and scale. Wood or metal are acceptable materials for handrails on historic structures.

.4 Concrete Steps and Porch floorings. Replacement of existing concrete steps porch flooring in-kind, with the same materials and design. Steps are to match the original steps in size, form and detail. The number of steps should be retained if possible, unless building codes require a different configuration.

3.167.2 Guidelines ~~for Entrances, Porches, and Balconies~~
The Historic District Commission will use following criteria for review of a Certificate of Appropriateness (COA):

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

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

.3 ~~Replacements~~ **Match Original**. If full replacement of an entrance, porch, or balcony is necessary, replace it ~~in kind~~in-kind, matching the original in design, dimension, detail, texture, and material. Compatible substitute materials can be considered only if original material is ~~Consider compatible substitute materials only if using the original material is not technically feasible~~no longer available.

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

.5 **Screen Porches Carefully**. Consider the screening of a historic porch only if the alteration is reversible and can be designed to preserve the historic character of the porch and the building.

.6 **Avoid Enclosures**. It is not appropriate to enclose a front porch or a front balcony.

.7 **Avoid Removing Details**. It is not appropriate to remove any detail material associated with entrances and porches, such as graining, beveled glass, or beaded board, unless an accurate restoration requires it.

.8 **Avoid Changes to Primary Facades**. It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary facade.~~.~~

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

.10 **Maintain Porch Elevation.** At no time should the should the porch elevation be lowered to grade and steps redesigned.

.11 **Maintain Wood Elements.** Wood porch floors and columns may require an eventual replacement due to moisture penetration; wood floors and columns should only be replaced with wood of the same profile and dimension.

12. **New Balconies and Porches**. Balconies and porches built on the rear and not visible

from the front right-of-way are to be constructed to be compatible with the principal structure in material, scale, and size. New balconies or porches on the front or side will only be considered if there is historic evidence that one existed. The design and materials is to be based on historic evidence.

13. Respect Design. Original design, construction, and materials should be respected on primary façades. Installation of non-original materials, such as decorative tile, is not appropriate.

~~**3.7 Recommendations for Color (Advisory Only)**~~

~~**3.8 Mechanical, Electrical, and Communication Equipment (Advisory Only)**~~

~~3.10~~9 Utilities and Energy Retrofit ~~(Advisory Only)~~

3.17~~10.1~~ Standards for Administrative Bypass ~~for Utilities and Energy Retrofit~~

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, then the application will be forwarded to the Historic District Commission for a full review.

.1 Storm Windows & 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 Free-standing 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~~10.2~~ Guidelines ~~for Utilities and Energy Retrofit~~

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 should be installed flat and not alter the slope of the roof. They should 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 sq. ft. 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.

8. Flat Roofs. On structures with flat roofs, solar panel installations are to set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from public right-of-way.

~~.1~~3.10 ~~Guidelines for~~ Accessibility~~, and~~ Health & Safety Considerations

3.19~~.1~~ Standards for Administrative Bypass ~~for Accessibility, Health Safety~~

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, then the application will be forwarded to the Historic District Commission for a full review.

.1 Access Ramp. Access ramps can be approved by Administrative Bypass if they meet the following standards:

a. Wood, Wood-like materials, such as smooth cement fiberboard, and temporary metal

ramps can be used.
b. Vinyl material is prohibited.
c. Temporary and removable, and do not permanently alter the historic structure
d. Located on the rear of the structure, not visible from the front right-of-way.
e. Side and front ramps require review by the Historic District Commission.

.2 **Safety Aid**. Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.

.3 **Doorways.** The widening of entryways can be approved by administrative bypass if located on the rear of the structure and not visible from the front right-of-way.

3.20 Guidelines ~~for Accessibility, and Health and Safety Considerations~~
A review by the Historic District Commission will use the following criteria for the issuance of a Certificate of Appropriateness (COA):

.1 **Security Bars ~~Require Approval~~**. A Certificate of Appropriateness is required for the installation of ~~burglar~~ security bars within historic districts. Security bars shall be designed to complement the style and design characteristics of the structure to which they are being attached.

.2 **Accessibility Ramps. ~~May Be Eligible for Administrative Bypass.~~** ~~Wooden~~ The Commission will use the following when ~~accessibility~~considering accessibility ramps ~~may be approv~~on the front façade or side of structure:~~ed by Administrative Bypass. Ramps shall be designed to have minimal structural and visual impact on the historic resource. See Chapter 1.32 for more information on Administrative Bypass.~~
a. Locate ramp with the least amount of visibility from the front right-of-way.
b. Ramps must be temporary and composed of wood, cement fiberboard, or metal. Concrete ramps on the rear of the structure will be considered on a case-by-case bases.
c. Cannot permanently alter the historic structure or be permanently attached to the structure.
d. Must be easily removable and reversible.

.3 **Lifts Require Approval**. Accessibility ~~aids such as ramps or~~ lifts that require concrete, brick or other more permanent foundations are allowed on the rear of the structure with no visibility from the front right of way. ~~require a Certificate of Appropriateness~~.

.4 **Add Safety Aids Carefully**. Elements such as handrails, grab bars, or other safety aids shall be added in a way that preserves character-defining features and finishes of the structure and allows them to be removed when no longer needed.

.5 **Modify Doorways Carefully**. ~~A doorway is a critical design element in a historic structure, so a Certificate of Appropriateness is required to alter an entryway. In an emergency situation, an entryway modification application and hearing may be expedited.~~ The enlargement of a door opening on the rear of the structure is allowable on a case-by-case basis.

Additions and New Construction

4.14.1 Guidelines for Decks

4.23 Standards for Administrative Bypass for Decks:

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, then the application will be forwarded to the Historic District Commission for a full review.

.1 Decks under 300 square feet:

a. Less than 300 square feet in total area. Located behind the structure and not visible from the front right-of-way. Corner lots have two front right-of-ways.
b. Constructed in a way that makes no permanent changes to the historic structure. Built of compatible wood, wood composite or smooth cement board with functional elements made of metal elements. Synthetic, materials such as plastic and vinyl are prohibited.
c. Decks that with roofs or walls will be forwarded as a porch or balcony request for a full review by the Historic District Commission.

4.34.2 Guidelines for Decks

A full review by the Historic District Commission will take the following criteria into consideration before issuing a Certificate of Appropriateness (COA):

.1 **Protect Historic Fabric of Structure**. Locate and construct decks so that the historic fabric of the primary structure and its character-defining features and details are not damaged or obscured. Install decks so that they are structurally self-supporting and may be removed in the future without damage to the historic structure.

.2 **Choose Inconspicuous Locations Deck Locations**. Front decks are prohibited. Decks on the rear should be inset from the rear corners to eliminate visibility from the front right-of-way. Introduce decks in inconspicuous locations, usually on the building's rear elevation and inset from its rear corners, where the deck will not be visible from the street. Decks on corner properties will be reviewed on a case-by-case basis.

.3 **Deck Design Should Reflect Building Design**. Design decks and their associated railings and steps to reflect the materials, scale, and proportions of the building.

.4 **Design Visible Decks Carefully**. Where it is appropriate to site a deck in a location visible from the street (i.e. the side of a building), treat the deck in a more formal architectural way.

.45 **Align Deck with First Floor Level**. Decks shall generally be no higher than the building's first-floor level. Visually tie the deck to the building by screening with compatible foundation materials such as skirt boards, lattice, or dense evergreen foundation plantings.

.56 **Preserve Significant Building Elements**. It is not appropriate to introduce a deck

Preserve significant building and site elements and new deck installations are not to obsucure or remove significant building or site elements. ~~if doing so will require removal of a significant building element or site feature.~~

.~~6~~7 **Decks May Not Detract from Overall Character**. It is not appropriate to introduce a deck if ~~the deck~~ it will detract from the overall historic character of the building or the site.

~~.8 **Administrative Bypass**. Deck construction may be approved by Administrative Bypass if the proposed deck footprint is less than 300 square feet, is not visible from the street, does not make changes to the historic structure itself, and meets City lot coverage restrictions.~~

Additions to Historic Buildings

~~4.45 3.~~14.2 **Guidelines ~~for Additions to Historic Buildings~~**

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

.1 **Make Additions Compatible**. Additions shall be compatible with the historic building in size, scale, mass, materials, proportions and the pattern of windows and doors to solid walls.

.2 **Locate Addition Inconspicuously**. Locate a new addition on an inconspicuous facade of the historic building, usually the rear one. Additions that alter the front facade are generally considered inappropriate for a historic structure.

.3 **Limit Size and Scale**. The footprint of the addition shall not exceed 50% of the footprint of the existing structure or 750 square feet, whichever is greater. Exterior dimensions of the addition shall not exceed the exterior dimensions of the existing structure, including height, width, and depth. An addition which does not increase the footprint of the existing structure may be allowed to increase roof height and will be reviewed on a case-by-case basis.

.4 **Preserve the Site**. Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.

.5 **Avoid Detracting From Principal Building**. It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature. Construct new additions so that character-defining features of the historic buildings are not destroyed, damaged, or obscured.

~~.6 **Small Buildings Allowable by Administrative Bypass**. Accessory buildings which have a footprint no greater than 108 square feet and are not constructed on or attached to a concrete slab, foundation, or permanent base and have no electric, plumbing, or gas service connection do not require a building permit. However, an Administrative Bypass is required, subject to the conditions set forth in Chapter 1.32. It is recommended that the design of these buildings be compatible with the primary structure and the other surrounding or nearby structures or screened with fencing or landscaping.~~

New Primary Structures

~~4.56~~ ~~4.14.3~~ Guidelines ~~for New Primary Structures~~

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

.1 **Consider Historic Context**. Design new structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportions, finished floor elevation, size of door and window openings, ~~and~~ roof shape, and setbacks. Proposals for new construction shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale,floor elevations, proportions, setback and design.

.2 **Select ~~Doors &~~ Windows and Doors Carefully**. Select ~~doors and~~ windows and doors for new buildings that are compatible in material, proportion, pattern, and detail with the windows and doors ~~and windows~~ of historic buildings in the district. See Chapters ~~3.5 Doors and Windows.~~ 3.11 through 3.14.

.3 **Select Compatible Finishes**. Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish.

~~.4 **Evaluate Potential for Archaeological Resources**. Evaluate in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources. See Chapter 2.2 Archaeology.~~

.4 Design ~~of New Primary Structures~~. Design new primary structures to be compatible with historic buildings in the district in terms of size, scale, height, form, massing, proportion, finished floor elevation, size of door and window openings, and roof shape. Proposals for new primary structures shall include streetscape elevation drawings that depict proposed structure as well as elevations of properties on either side to provide a comparison of massing, scale, and design.

.5 Location ~~of Primary Structures~~. New primary structures should align with the typical front and side setback on the block.

~~.9 **Select Doors & Windows Carefully.** Select doors and windows for new buildings that are compatible in material, proportion, pattern, and detail with the doors and windows of historic buildings in the district. See Sections 3.5 and 3.6 Windows and Door.~~

~~.10 **Select Compatible Finishes.** Select materials and finishes for proposed new buildings that are compatible with historic materials and finishes found in historic buildings in the district in terms of composition, scale, pattern, detail, texture, and finish.~~

.6~~11~~ Evaluate Potential for Archaeological Resources. Evaluate in advance and limit any

disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.

.7~~12~~ Avoid False Historical Appearance. New structures should be of their own time period and easily distinguishable from the historic structure.

Relocation of Structures

~~**4.5.15.1Guidelines for Relocation of Structures**~~

~~4.7~~5.1 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, then the application will be forwarded to the Historic District Commission for a full review.

.1 Relocation of Structures less than 120 square feet. Non-historic accessory structure less than 120 square feet may be relocated to another location in the rear yard not visible from the front right of way. Relocation outside the district is allowed as well.

5.2 ~~8~~ Guidelines ~~for Relocation of Structures.~~

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

.1 **Document Original Context**. Before moving a historic structure, applicants and City staff shall document its original setting and context using photographs, site plans, or other graphic or written statements to record the existing site conditions.

.2 **Protect Existing Structures**. Ensure that the relocation of a structure will not diminish or damage existing buildings or the overall character of the historic district. Pay particular attention to protection of the tree canopy along the route of the move.

.3 **Furnish Relocation Site Plans**. Applicants shall provide the Historic District Commission with detailed site plans for proposed site features and plantings of the new setting, including information on accessory buildings, driveways, site lighting, and parking areas.

.4 **Protect Significant Features**. Protect significant site features of the original site, the new site, and the route of the move during the relocation.

Demolition of Structures

5.3~~9.15~~.2 Standards for Administrative Bypass ~~for the Demolition of Structures~~

.1 Demolition of structures less than 120 square feet. Non-historic accessory structure less than 120 square feet may be demolished.

5.4~~10~~.2Guidelines ~~for Demolition of Structures~~

~~.1 **A Certificate of Appropriateness (COA) is Required for Demolition and Construction of New Primary Structures**. Applicants must obtain a Certificate of Appropriateness for construction of new primary structures on a demolition site prior to the demolition taking place.~~

~~.2 **Submit Site Plan**. Before demolition occurs, submit a site plan to the Historic District Commission illustrating proposed site development to follow demolition.~~

~~.3 **Document Structure Thoroughly**. Before demolition, record significant structures through photographs and/or measured drawings as specified by the Historic District Commission and City Staff.~~

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, then the application will be forwarded to the Historic District Commission for a full review.

.1 **A Certificate of Appropriateness.** A Certificate of Appropriateness is required to be issued prior to demolition.
.2 Criteria for Demolition. Demolition requests must meet Zoning Ordinance Section 429.3.9(c), Criteria for Demolition.
.3 Procedures and Process for Demolitions. Demolitions must meet the Zoning Ordinance Section 429.3.9(b), Procedure and Postponement Orders.
.4 Site Plan Required. Applicants shall provide the Historic District Commission with detailed site plans for proposed site features of the new parcel, including information any structures, driveways, site lighting, and parking areas.
.5 Document Thoroughly. Document original context of the historic structure prior to demolition.

Appendices

6.1 Technical Resources [section underdevelopment….repository for bibliography, recommended readings, preservation resource guides, glossary etc.]

6.2 Definitions

Addition — construction that increases any exterior dimension of an original structure by building outside of the existing walls and/or roof. Additions can be either horizontal or vertical.

Alteration — an act that changes one or more of the exterior architectural features of a structure or its appurtenances, including but not limited to the erection, construction, reconstruction, or removal of any structure or appurtenance.

Appropriate — typical of the historic architectural style, compatible with the character of the historic district, and consistent with the *Norman Historic Preservation Handbook*.

Architectural resources — districts, structures, buildings, monuments, sites, or landscaping which possess local interest or artistic merit or which are particularly representative of their class or period, or represent achievements in architecture, engineering, or design.

Certificate of Appropriateness (COA) — the official document issued by the Historic District Commission approving any application affecting the exterior of any structure designated by the authority of the~~is~~ Historic District Ordinance for permission to construct, erect, demolish, remove, relocate, reconstruct, restore, or alter said structure.

Commission — the Historic District Commission of the City of Norman.

Compatible — a design or use that does not conflict with the historical appearance of a building or district and does not require irreversible alteration.

Contributing resource — a historic building or site that retains the essential architectural integrity of its original design or condition and whose architectural style is typical of or integral to a historic district.

Damaged or diseased tree — A tree that is damaged in such a way as to create a hazard (e.g. has a large wound) or has been pruned in a way which permanently alters its natural attributes (e.g. topped). A seriously diseased tree is one with obvious signs of internal decay (e.g. cavity with fruiting bodies present), is infested with a disease for which there is no remedy (e.g. Pine Wilt, Dutch Elm Disease), or suffers from a decline disorder.

Demolition — the removal of any historic structure from its original site. This includes moving a building from one site to another.

Elevation — a drawing showing the vertical elements of a building, either exterior or interior, as a direct projection to a vertical plane.

Facade — the exterior face of a building.

False historical appearance — architectural features or details introduced to a structure that do not reflect its period, style, or design.

Feature — a structural or decorative element that contributes to the overall character of that building, e.g. walls, foundations, roofs, chimneys, steps, piers, columns, lintels, and sills.

Guidelines — ~~An important part of the *Norman Historic Preservation Handbook*. The guidelines are a set of rules administered by the Norman Historic District Commission intended to assist owners of historic buildings in Norman's historic districts maintain, preserve, protect, and enhance the architectural quality of their property.~~Guidelines are utilized by the Norman Historic District Commission to determine if a proposed work is compatible with the principal historic structure on the site as well as compatible with the adjacent or surrounding historic district.

Historic district — a geographically definable area with a concentration or linkage of significant sites, buildings, structures, or monuments; or, an individual structure, building, site or monument which contributes to the cultural, social, political, or architectural heritage of the City of Norman.

Historic District Ordinance – the portion of *Norman Zoning Ordinance* (Chapter 22:429.3HD) establishing an overlay zoning district for the purpose of protecting and preserving the architectural, cultural, and historic resources included in that designated district.

Historic property — any individual structure, building, site or monument which contributes to the historic, architectural, archeological and/or cultural heritage of the City of Norman, Oklahoma as determined by the Historic District Commission.

Historic resources — sites, districts, structures, buildings, or monuments that represent facets of history in the locality, state or nation; places where significant historical or unusual events occurred; places associated with a personality or group important to the past.

Infill construction — the erection of a new structure between or adjacent to existing buildings or the relocation of an existing structure to a vacant lot from another location.

~~**In kind**~~**In-kind** — the replacement of existing materials or features with materials of identical appearance and/or composition. (See also: matching)

Like with like — repair or replacement of deteriorated exterior features or site elements with identical materials.

Matching — in historic rehabilitations, the use of replacement materials that are identical to the original in composition, size, shape, and profile. (See also: ~~in kind~~in-kind).

National Register of Historic Places — the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.

New construction — see: infill construction.

Non-contributing resource — a resource that adds no historical significance to an individual property, site, or district, and detracts from the visual integrity or interpretability of an historic district.

Ordinary maintenance and repair — work meant to remedy damage or deterioration of a structure or its appurtenances, and which will involve no change in materials, dimensions, design, configuration, texture or visual appearance to the exterior of an historic structure. Ordinary maintenance and repair shall include painting and reroofing with similar materials.

Original — buildings, building materials or features that were present during the period of significance for the historic district.

Period of significance — the span of time during which a group of properties attained the significance that makes them eligible for designation as a historic district.

Preservation — the adaptive use, conservation, protection, reconstruction, rehabilitation, or stabilization of buildings, districts, monuments, sites, or structures significant to the heritage of the people of Norman. The following terms further define types of preservation activities:

Adaptive Use – the restrained alteration of a historical or architectural resource to accommodate uses for which the resource was not originally constructed, but in such a way so as to maintain the general historical and architectural character.

Conservation – the sustained use and appearance of a resource essentially in its existing state.

Protection – the security of a resource as it exists through the establishment of the mechanisms of this section.

Reconstruction – the act or process of duplicating the original structure, building form and materials by means of new construction based on documentation of the historic condition.

Rehabilitation – the act or process of making a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historic, cultural or architectural values.

Restoration — the act or the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by removing features or changes from other periods in its history and reconstructing missing features from the restoration period.

Stabilization – the process of applying methods designated to halt deterioration and to establish the structural stability of an unsafe or deteriorated resource while maintaining the essential form as it presently exists without noticeably changing the exterior appearance of the resource.

Relocation — the movement or repositioning of a primary or accessory structure on its original site, or from one location to another.

Secretary of the Interior Standards for Rehabilitation of Historic Buildings — a set of standards intended to assist the long-term preservation of a historic property through the preservation of historic building materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and interior of the buildings. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while still preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

Significant characteristics — those characteristics which are important to or expressive of the historic or architectural quality and integrity of the resources and its setting and which include, but are not limited to building material, detail, height, proportion, rhythm, scale, setback, setting, shape, street accessories, and workmanship. Examples include:

Building mass — describes the relationship of a building's height to its width and depth.

Building materials — the physical characteristics which create the aesthetic and structural appearance of the resource, including but not limited to a consideration of the texture and style of the components and their combinations, such as brick, stone, shingle, wood, concrete, or stucco.

Detail — architectural aspects which, due to particular treatment, draw attention to certain parts or features of a structure.

Height — the vertical dimension of a given structure, building or monument.

Proportion — the relative physical sizes within and between buildings and building components.

Rhythm — a discernible pattern of shapes including, but not limited to, windows, doors, projections, and heights, within a building, structure or monument, or a group of same.

Scale — the proportion of parts of a building, structure, or monument to one another and to the human figure.

Setting — the surrounding structures, monuments, and landscaping which establish the visual, aesthetic, or auditory qualities of the historic or architectural resources.

Shape — the physical configuration of structures or landscaping and their component parts.

Streetscape — the view along a street from the perspective of a driver or pedestrian. The streetscape includes street trees, lawns, buildings, landscape buffers, signs, street lights, above-ground utilities, drainage structures, sidewalks, bus stop shelters and street furniture.

Structure — anything constructed or erected, the use of which requires permanent location on the ground or which is attached to something having a permanent location on the ground. These include, but are not limited to, buildings, fences, walls, driveways, sidewalks and parking areas.

Stucco — an exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older types of stucco may be mixed from softer masonry cement rather than Portland cement.