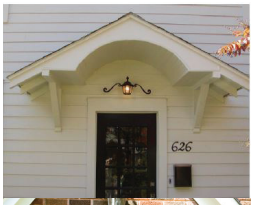

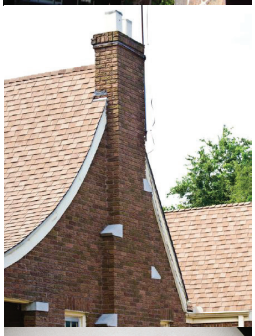

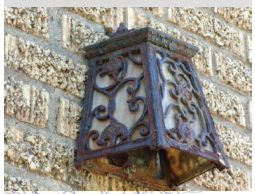

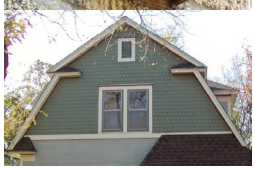

HISTORIC PRESERVATION STANDARDS AND GUIDELINES

NORMAN HISTORIC DISTRICTS

CITY OF NORMAN, OKLAHOMA

2020

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Historic Preservation Standards and Guidelines
Norman, Oklahoma

A Publication of the
Norman Historic District Commission

This printed document represents the City of Norman Historic District Standards and Guidelines (also known as "the Standards and Guidelines") as adopted by the City of Norman City Council on with an effective date of . The Standards and Guidelines may be revised from time to time. The most current version of the Standards and Guidelines is available from The City of Norman through the City Clerk's Office.

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Acknowledgement of Support: The development and printing of this report has been funded with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products, if any, constitute endorsement or recommendation by the Department of the Interior.

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7.Relocation & Demolition

APPENDICES

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SECTION 1

INTRODUCTION

1.1 Purpose of the Design Guidelines

By authority of the Norman Code of Ordinances, sec. 429.3, Historic District Commission approval via a Certificate of Appropriateness is required for all new construction, structural alterations to the exterior of an existing structure, and demolition within a historic distric.

1. Preserve and Maintain the Character

These Standards and Guidelines are intended to preserve and maintain the character of the historic buildings in Norman. They reinforce and protect the important features of the historic districts and define those visual elements which are common to each district as well as the qualities unique to this community.

2. Preserve Integrity and Enhance Value

This document will help preserve the integrity of historic buildings and enhance the value of the historic district for the private investor, residents and owners, and the community as a whole. Changes to an individual building should not be considered in isolation. Modifications affect the block as a whole and must have the broad interest of the community in mind.

3. Limited to Exterior Site

The Standards and Guidelines do not address the use of the building or its interior. Only the exterior portions, which includes new construction, additions, and rehabilitation of the building, must comply with the guidelines set forth.

4. Look at the Building's Original Use

These Standards and Guidelines must be applied to a building based on its original use and construction. For example, although a former residence may currently be used as an office, it is still subject to the standards and guidelines appropriate to a residential building.

These Standards and Guidelines are designed to assist everyone with a stake in preserving Norman's Historic Districts. They are an essential tool in helping the Historic District Commission fulfill its mission to preserve, protect, and educate the public through the application of consistent standards and guidelines.

Who Is This Document For?

This handbook is intended to assist property owners in planning projects which will alter the exterior of their property and therefore impact the overall character and integrity of the historic districts. For property owners, residents, and contractors, the Standards and Guidelines provide clear guidance in planning projects that are sympathetic to the special character of Norman's designated Historic Districts.

For Historic District Commissioners and city staff, the Standards and Guidelines offer guidelines by which to evaluate proposed changes to historic structures.

Why Historic Preservation Matters to Norman

Historic preservation is vitally important to the Norman community — now more than ever. Historic buildings embody a distinctive form of our city's architecture that will never again be duplicated, and these buildings and their surroundings add an irreplaceable component to the character and personality of Norman. The architecture of our neighborhoods shapes our sense of place and our feelings about where we live. This is what makes the neighborhoods worthy of protection.

The Mission of Norman's Historic District Commission

The Norman Historic District Commission serves as the City Council's official historic preservation body to identify, protect, and educate the public about Norman's historic resources.

1.2 How to Use This Document

Whether the proposed work to the building is a small repair or a major renovation or addition, it is important to consult pertinent Standards and Guidelines for guidance on your project.

These Standards and Guidelines will be used by the City of Norman to provide an objective basis for the decisions of the Historic District Commission and staff.

This document is laid out in five general characteristics of a historic property. Each characteristic is then divided into architectural features of that characteristic.

Each section contains the following items:

- ***History and Development*** addresses about the origin and evolution of the discussed feature.
- The ***Policy*** statement is the guiding principle by which the Standards and Guidelines have been established.
- ***Things to Consider*** addresses particular conditions that may affect your approach to a new project.
- ***Maintenance and Recommendations*** help guide you in preserving character defining features in your property.
- The ***Standards for Administrative Bypass*** are used by the Historic Preservation Officer to help determine if a Certificate of Appropriateness (COA) can be granted without Historic District Commission review.
- ***Guidelines*** are the specific rules used by the Commission to determine if a project is eligible to receive a Certificate of Appropriateness (COA). The use of guidelines enables the Commission to make consistent, policy-based decisions that will protect the city's historic resources for years to come.
- For the purpose of clarification, all ***Guidelines*** and ***Standards*** in this handbook are italicized.

The Standards and Guidelines specifically look at the following design elements:

Height

Proportion of building's front façade

Proportion of openings within the facility

Rhythm of solids to voids in front façades

Rhythm of spacing of buildings on streets

Rhythm of entrance and/or porch projection

Relationship of materials and texture

Roof shapes

Walls of continuity

Scale of building

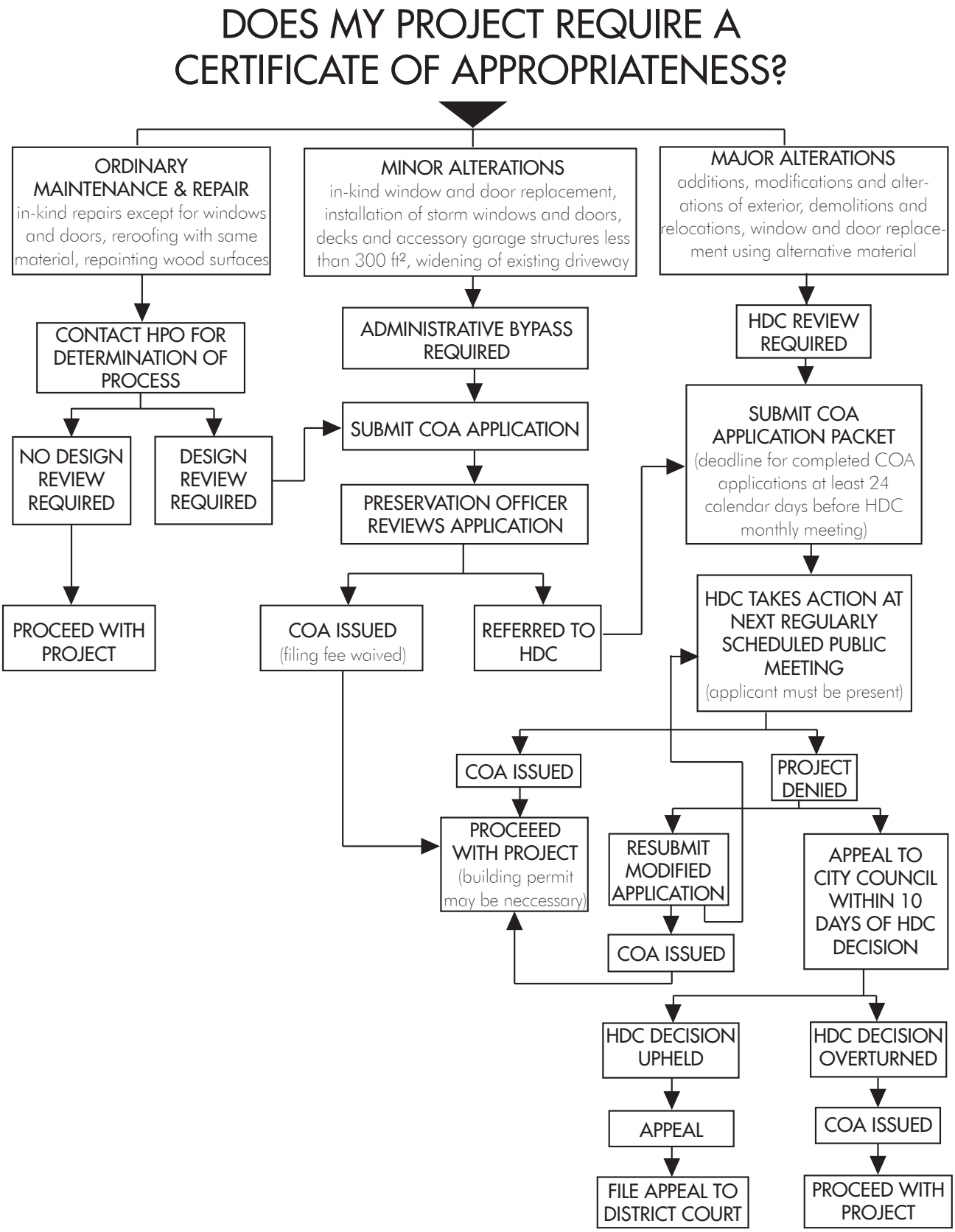
Site and Setting

1.3 Frequently Used Terms

Throughout this handbook a number of terms are frequently used to reflect the design principles that the Historic District Commission will consider when making decisions.

- **Appropriate:** Rehabilitation and new construction actions especially suitable or compatible with the design standards and guidelines.
- **Character:** Attributes, qualities and features that make up and distinguish a particular place or development and give such place a sense of definition, purpose and uniqueness.
- **COA:** A Certificate of Appropriateness is required before undertaking any construction, structural alteration, or demolition within a Historic District.
- **Compatible/Compatibility:** The characteristics of different uses, activities, materials, and design that permit them to be located near each other in a visual harmony and without conflict.
- **Contributing Resource**: A historic building or site that retains the essential architectural integrity of its original design or condition.
- **Guidelines:** Criteria that must be used by the Historic District Commission in reviewing proposed construction, structural alteration, or demolition and ensuring development appropriate to the historic house and neighborhood.
- **Like-for-Like:** Use of the same or similar materials to the original or existing materials. Also called "in-kind."
- **Mass:** The overall bulk, size, volume, or magnitude of a structure.
- **Preservation:** The adaptive use, conservation, protection, reconstruction, restoration, rehabilitation or stabilization of sites, buildings, districts, structures, or objects significant to the heritage of the people of Norman.
- **Proportion:** The relative physical sizes within and between buildings and building components.
- **Recommended:** Suggested but not mandatory actions outlined in the design guidelines.
- **Rehabilitation:** The act or process of making possible 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.
- **Scale:** The harmonious proportion of parts of a building, structure, or monument to one another and to the human figure.
- **Significant (Characteristics of Historical or Architectural Resources):** Those characteristics that are important to, or expressive of, the historical, architectural or cultural quality and integrity of the resource and its setting; and includes, but is not limited to, building material, detail, height, mass, proportion, rhythm, scale, setback, setting, shape, street accessories and workmanship.
- **Standards:** Criteria that must be met to have work approved by administrative bypass

1.4 Does My Project Require a Certificate of Appropriateness?



1.5 Administrative Bypass

Certain specific project requests for alterations to the exterior of a property or site may be issued a Certificate of Appropriateness approvable through a process known as Administrative Bypass.

Each section of the *Historic Preservation Standards and Guidelines* contains a set of Standards for projects approvable through the Administrative Bypass process.

Applying for Certificate of Appropriateness by Administrative Bypass:
In order to obtain a Certificate of Appropriateness by Administrative Bypass, an application form and support documentation that sufficiently describes the proposed work must be submitted to staff prior to commencement of work.

Support documents that may be required by staff to allow for a complete review include the following:

- Sketches
- Photographs
- Floor plans
- Site plans
- Elevation drawings
- Trees preservation plan
- Material lists
- Material samples
- And/or other means of adequately describing the work proposed.

Staff will make a determination of the support documents required for a complete review. There is not an application fee for a Certificate of Appropriateness by Administrative Bypass. There is not a deadline; however, it takes 5-7 days to process a request. Therefore, applicants should submit in a timely manner to ensure issuance prior to the desired installation date of the proposed work.

If Administrative Bypass is denied by the Historic Preservation Officer, or authorized designee, the applicant shall have the right to appear before the Historic District Commission at its next regularly scheduled meeting time for formal action regarding approval or denial of the Certificate of Appropriateness.

Any person aggrieved by the decision of the Historic District Commission regarding a Certificate of Appropriateness may seek relief through the appeal process listed in Section 429.3(10) Appeals of the Zoning Ordinance.

Any person, firm or corporation who violates the provisions listed in the Historic Preservation Standards and Guidelines Book, will be prosecuted per Section 429.3(11) Penalty of the Zoning Ordinance.

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SECTION 2

PRESERVATION BASICS

2.1 Introduction to the Standards

1. The Secretary of the Interior is responsible for establishing standards for all programs under departmental authority and for advising federal agencies on the preservation of historic properties listed in or eligible for listing in the National Register of Historic Places. In partial fulfillment of this responsibility the Secretary of the Interior's Standards for the Treatment of Historic Properties have been developed to guide work undertaken on historic properties; there are separate standards for preservation, rehabilitation, restoration, and reconstruction. The Standards for Rehabilitation (codified in 36 CFR 67) comprise that section of the overall treatment standards and address the most prevalent treatment. "Rehabilitation" is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

For more information about the *Secretary of the Interior's Standards for Rehabilitation* visit the National Park Service's Technical Preservation Service website found at *www.nps.gov/tps*

The primary goal of Technical Preservation Services is to publish state-of-the-art information that conveys to the public responsible methods of caring for historic buildings.

2. Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties supported by the Historic Preservation Fund grant-in-aid program, the Standards have been widely used over the years—particularly to determine if a rehabilitation project qualifies as a Certified Rehabilitation for Federal Historic Preservation Tax Incentives. In addition, the Standards have guided federal agencies in carrying out their responsibilities for properties in federal ownership or control and state and local officials in reviewing both federal and non-federal rehabilitation proposals. They have also been adopted by historic district and planning commissions across the country.

3. The intent of the Standards is to assist in the long-term preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes and occupancy and include the exterior and the interior of the buildings. They also encompass the building's site and environment, including landscape features, as well as attached, adjacent or related new construction. To be certified for federal tax purposes, a rehabilitation project must be determined by the Secretary of the Interior to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located.

4. As stated in the definition, the treatment "rehabilitation" assumes that at least some repair or alteration of the historic building will be needed in order to provide for an efficient contemporary use; however, these repairs and alterations must not damage or destroy materials, features or finishes that are important in defining the building's historic character. For example, certain treatments—if improperly applied—may cause or accelerate physical deterioration of the historic building. This can include using improper repointing or exterior masonry cleaning techniques or introducing insulation that may damage historic fabric. Any of these treatments will likely result in a project that does not meet the Standards. Similarly, exterior additions that duplicate the form, material and detailing of the historic structure to the extent that they compromise its historic character will also fail to meet the Standards.

2.2 Secretary of the Interior Standards for Rehabilitation

Both the Historic District Ordinance and the guidelines portion of the *Norman Historic Preservation Handbook* include *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (US Department of the Interior/National Park Service, Heritage Preservation Services, Revised 1990).

Projects must meet Secretary of the Interior's Standards in addition to other sections.

1. **Make Minimal Changes.** *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
2. **Retain Historic Character.** *The historic character of a property shall be retained and preserved. The removal of historical materials or alterations of features and spaces that characterize a property shall be avoided.*
3. **Avoid False Historical Impressions.** *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
4. **Acknowledge Changes Over Time.** *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
5. **Preserve Distinctive Features.** *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*
6. **Repair Rather Than Replace.** *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*
7. **Avoid Harsh Treatments.** *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
8. **Protect Archaeological Resources.** *Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
9. **Make Compatible Additions.** *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
10. **Preserve Original Integrity.** *New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

2.3 Priority Planning for Historic Buildings

Know what you have

1. Identify the building type and style, its components, and parts associated with the style. Respect the type and style.
2. Identify the characteristics associated with that style and with the building.

Review the work you want or need to do

1. Will the proposed work impact the appearance of the building?
2. Is the proposed work compatible with the style and character of the building?
3. Will the proposed work take away characteristics that are important to the building?
4. Does the proposed work impact the surrounding buildings?

Before You Start, Where To Start?

1. Address life safety issues first. Then think bottom (foundation), top (roof), then middle (body of building).
2. Evaluate the overall condition of all aspects of the building to determine appropriate priorities for maintenance and other desired work to the building.
3. Prioritize those activities that will extend the life of the building such as repairs to the roof, foundation, window repairs, and repairs to exterior siding. For example, a new coat of paint for the front of the building will not do much to extend the building's life if the roof is leaking badly.

Getting To Work

1. Retain and repair as much of the original building material and detailing as possible.
2. If a historic feature is beyond repair, replace it to match the original in materials and dimensions.
3. Determine the overall quantity of material to be repaired or replaced and plan to repair only that material. If one window is beyond repair, there is no need to replace all windows in the building.
4. If compromises must be made with regard to budget and existing conditions, focus on what will extend the life of the building, look at what is most visible from the street and what has the most impact on the overall streetscape.
5. Contact the city´s Historic Preservation Office for help at (405) 366-5392.

Look at the glossary for terms that may not be familiar.

2.4 Recommendations for Maintenance of Historic Buildings

All buildings require maintenance. It is generally more cost effective to maintain a historic building and repair limited areas of damage as they occur than it is to defer maintenance and have to wholly replace damaged materials and features.

The following are recommendations for maintaining historic buildings:

1. **Inspect regularly.** Inspect features and surfaces regularly for signs of moisture damage, air infiltration, rust, paint failure, vegetation, structural damage or settlement, corrosion, and fungal or insect infestation.
2. **Cleaning.** Historic buildings should be cleaned using the gentlest means possible, which typically includes water and soft bristle brushes.
3. **Do not pressure wash.** Sandblasting and high-pressure washing can cause irreparable damage to historic building materials and are not advisable.
4. **Chemical cleaners.** Chemical cleaners must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the historic materials.
5. **Drainage.** Regularly clean roof drains, gutters and downspouts of trash and leaves, and inspect for good drainage. Install splash blocks or extenders where necessary for proper drainage away from the building.
6. **Roofs.** Regularly inspect the roof for leaks and patch them immediately. Leaks commonly occur where the roof and wall meet and where roof penetrations are present.
7. **Windows and doors.** Regularly inspect windows and doors and conduct cyclical maintenance. Historic wood windows were constructed so the damaged wood elements could be repaired without requiring that the entire window be replaced. Damaged wood components should be repaired or replaced as appropriate.
8. **Glass.** Any damaged or missing glazing putty should be replaced, and the window should be painted to ensure long term preservation. Wash windows and replace broken or missing glass.
9. **Shutters, canopies, and awnings.** Regularly inspect shutter, canopy and awning attachments and anchors, and replace worn or damaged materials when necessary.
10. **Repainting.** Repaint wood and metal building components to protect them from deterioration.
11. **Signs.** Keep signs freshly painted and securely anchored on commercial buildings.

Maintain historic buildings by repairing limited areas of damage rather than the whole building.

Wood windows should be repaired and not replaced with aluminum frame windows.

Broken glass should be replaced, and features such as canopies should be replaced where they existed originally.

Historic materials should be maintained or replaced in-kind.

2.5 Restoring Previously Modified Buildings

Restoration of a commercial building to its original appearance.

A building usually has a time period when it is considered most important, or its "period of significance." Period of significance is a time when a property is associated with important events, activities, or persons, or other characteristics which qualify it for National Register listing. Period of significance usually begins with the date when important activities or events began giving the property its historic significance; this is often a date of construction. (Source: National Park Service)

Buildings tend to be modified and modernized over time as a way of "keeping up with the times" and through maintaining a building by replacing deteriorated materials. Replacement materials may or may not have been compatible with the original design and, if not, may have negatively impacted the historic appearance of the building. However, some additions and modifications may be historically significant or part of the "period of significance" for a building.

Consider restoring a building to its original appearance when appropriate. This will enhance the building and the surrounding district. Refer to historic photographs to determine the historic appearance of the building. If clear evidence of previous details exists, use these clues to return the building or detail to its original appearance.

Restoration measures should not be undertaken if the historic appearance of the building cannot be determined. Do not create a false history.

Walch-Kirk home in 1912, built in 1903, located at 606 Chautauqua Ave.

Walch-Kirk home today.

Recommendations

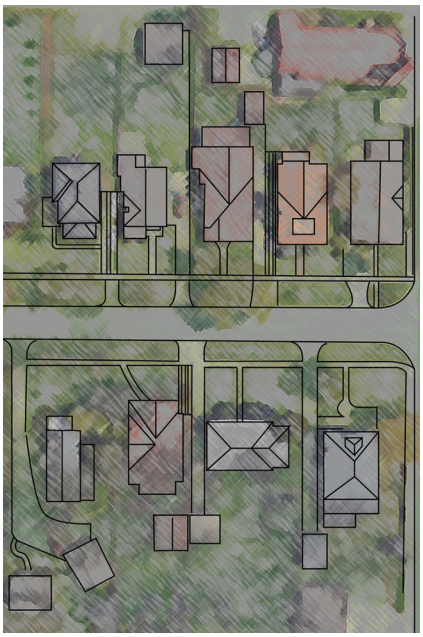
The following restoration measures are recommended for buildings for which appropriate historical documentation exists:

1. Porches are one of the most modified elements of a house. Restore a porch to its original design.
2. Consider raising the porch to its original height if previously covered. Replace the columns if missing or modified. Reconstruct a previously removed porch and restore an enclosed porch.
3. Remove non-historic, synthetic siding that has been applied over the original siding. Siding changes the character of the house and can cause deterioration of any wood siding retained behind the new material. Non-original siding frequently covers original detail.
4. Depending on the condition of the underlying historic material, removal of any non-historic siding may require in-kind replacement of the historic siding.
5. When windows have been removed and replaced with windows of a different material and proportion, consider replacing them with windows to match the original in material, proportion, configuration, and operation.
6. Retain or restore original roof pitch.

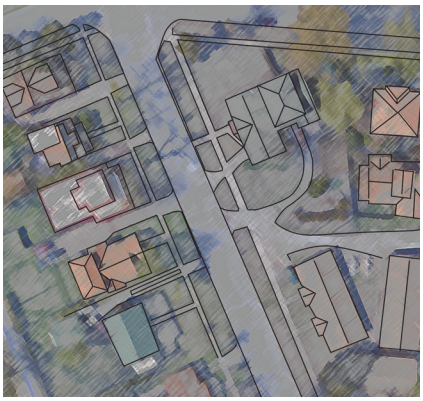
2.6 Differences Between the Historic Districts

Chautauqua Historic District:

- Built between 1903-1940.
- Tree lined neighborhood with stately residences that reflect the status of the university deans and faculty and other prominent individuals who helped shape early development of the city.
- Its development was tied closely to the development of the city.
- Architecturally, Chautauqua is very eclectic. Bungalows are prominently represented, but Tudor Revival and Minimal Traditional are also quite prevalent.
- The district also includes fine examples of Prairie, Colonial Revival, Spanish Eclectic, Neoclassical Revival, and even one example of Queen Anne.
- More than 70% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
- Many houses in this district have a shared driveway.
- Very few houses have an attached garage or carport to the side of the house.
- Houses do not have a consistent setback from the street.
- All streets in this district have parkways and sidewalks on both sides of streets, and paved walkways that lead from the sidewalk to the front door.



Aerial view of a section of Chautauqua Historic District on South Lahoma Avenue and West Boyd Street.



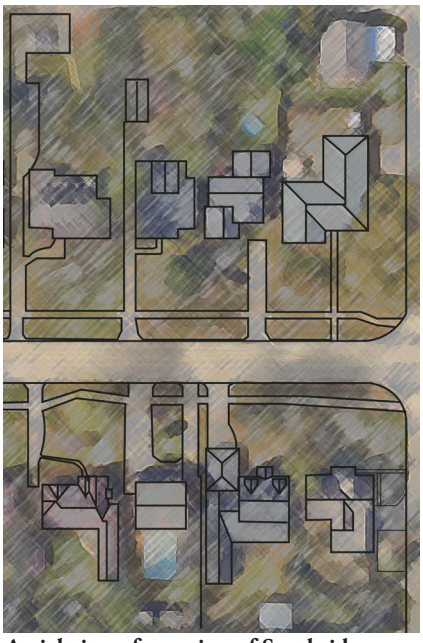
Aerial view of a section of Miller Historic District on Miller Avenue and Castro Street.

Miller Historic District:

- Built between 1910-1938.
- This district does not have as many trees lining the streets as Chautauqua and Southridge.
- It began to fully develop after WWI as an exclusive neighborhood for university faculty and Norman business leaders.
- Nearly half the structures are classified as Bungalows, but the neighborhood also includes Minimal Traditional, Colonial Revival, National Folk, and Tudor Revival.
- The westernmost blocks of the district parallel the railroad tracks; the remaining blocks follow the cardinal points of the compass.
- About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the rear of the property.
- Around 20% of the houses have garages attached to the side of the house.
- Only a few houses have carports attached to the side of the house.
- All houses have a consistent setback from the street.
- All streets in this district have sidewalks, parkways on both sides of the streets, and paved walkways that lead from the sidewalk to the front door.

Southridge Historic District:

- Built between 1920-1950.
- Tree lined streets with front yard gardens, located eleven blocks south of downtown district and three blocks east of the university.
- Largest decade of growth was between 1931-1940 with the construction of approximately sixty-seven buildings. The advent of World War II escalated the demand for housing in Norman as military students, frequently with their families, came in droves to attend the Naval Training School and subsequently the Naval Air Station.
- Architecturally, the dominant styles are Tudor Revival, Colonial Revival, and Minimal Traditional.
- About 50% of the houses have paved driveways to the left or right of the house that lead to an outbuilding in the back.
- Around 30% of the houses have an attached garage to the side of the house and few have carports.
- Many houses have semi-circular driveways.
- All houses have a consistent setback from the street.
- The majority of streets have sidewalks and parkways on both sides of the streets.
- All houses have paved walkways that lead from either the sidewalk or the driveway to the front door.



Aerial view of a section of Southridge Historic District on East Boyd street and Oklahoma Avenue.

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SECTION 3

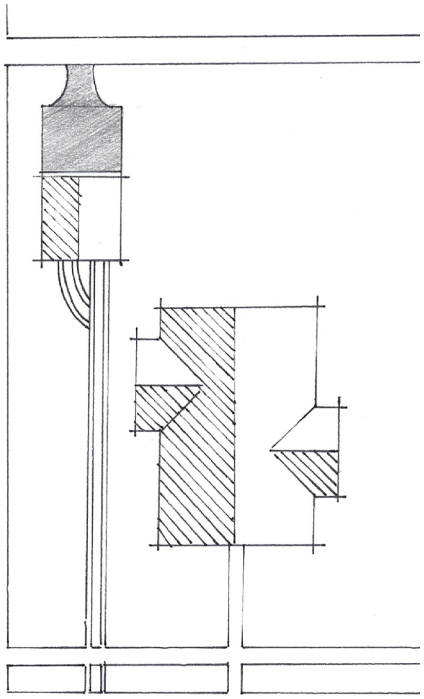
EXTERIOR FEATURES OF HISTORIC HOUSING

3.1 Neighborhood Characteristics & Distinctions

Policy

When altering existing site features or proposing new ones, property owners should consider the character, pattern, and rhythm of existing features as well as the dominant pattern within the historic district. Selecting wisely from the existing vocabulary of distinctive site features to define circulation, create site spaces, or otherwise articulate and develop sites within a district is central to preserving the district's overall character. It is also important to consider whether proposed changes will affect neighbors' views or usage of their property.

On the Street Where You Live



Typical for Chautauqua and Miller is a narrow (8') drive along the property line, leading to a small detached garage as shown in the diagram above.

- The character of Norman's Historic Districts is defined not only by individual buildings and their settings, but also by the network of streets, sidewalks, tree canopies, landscaping, lighting, and alleyways that connect those buildings and sites. The sum of these elements creates the background for the historic residences that line the streets.
- Historic districts are a network of spatial and social relationships: individual buildings relate to their sites, buildings relate to their neighbors, and both relate to the street. In this way, city blocks are linked to each other by a continuous rhythm.
- The setbacks of the houses throughout the neighborhood are consistent for the most part, but they can vary depending on the area of development.
- As changes are proposed to a site or home, review the lines of continuity and rhythm established in the specific neighborhood. Look at the scale, form, and proportion of proposed changes and ensure that the proposed project will retain these characteristics.

Building Form

Building form is primarily dictated by the style of the building. For example, Queen Anne and Victorian styles are recognizable by their composition of multiple shapes which include bays, dramatic roof lines, dormers, and porches, while the Craftsman style is derived from a simplified rectangular plan. The Neoclassical building also derived its form from a rectangular plan but has a dominant central entry porch with columns which extend the full height of the building.

Scale

The scale of a building is measured as the relationship of building size to something else, such as a human. Windows, entrances, porches, bays and the dimensions of building materials contribute to the overall scale of the building.

Rhythm and Visual Continuity

The rhythm of a street is created by the spacing between houses, the location and spacing of sidewalks from the curb as well as walkways to the entrances of the houses, and the location and spacing of the driveway entrances to each property.

Early 20th century paving patterns in Norman are simple and uniform. Many garages are located very near or on the property line. Fences are generally used to enclose rear yards.

A hedge serves both a landscape and a fencing function, here accentuated by a garden gate of complementary color and design.

Proportion

Proportion is the relationship of the dimensions of an object to itself, such as height to width. Proportion is inherent in all aspects of a building form, components, and material. As an example, older homes with high ceilings have windows that are taller than they are wide. Houses after 1960s usually have lower ceiling heights so their windows are shorter and wider.

Relationship of Materials and Texture

The materials and texture of each home are representative of the style and period of construction. The inherent properties and dimensions of construction materials like brick and wood boards help in understanding the home's size, scale, and proportion. Because stucco has no dimension, it is difficult to measure its relationship to the scale of a building.

Walls of Continuity or Setbacks

The front of each building, its walls, its porch alignment and fences help to define a wall that establishes a visual pattern along the streetscape. The neighborhood's visual continuity starts at the street, which is basically a straight line of uniform width. Then the front yard is established and sometimes includes a stone wall or a fence. Each of these elements works to organize a neighborhood. These organizational elements, along with orientation and placement of houses on the lot, establish the visual continuity of a neighborhood.

Sidewalks separate a continuous grassy strip from individual front yards. A walkway typically divides the front yard and connects the public sidewalk to the building entrance. A narrow, concrete driveway is usually located near the property line on the side of the residence and it stretches to the rear, typically ending at a one or sometimes two-car garage.

This carved wood gate at the Jacobson House complements the house's stucco walls and Italian Renaissance style.

This Craftsman structure has an unusual two-story, overhanging porch.

An arched, recessed entryway is characteristic of Tudor Revival structures.

This Tudor Revival doorway has a patterned, arched, brick entry under a gable roof. Note the matching arched top wooden door.

3.2 Entrances, Porches, and Balconies

History and Development

Entrances themselves draw attention to a front doorway with such features as sidelights, transoms, pilasters, architraves, and pediments. One-story front porches that extend across the full façade supported on masonry piers are common on Norman's early residences. Some front porches wrap around side façades as well. The prominent, character-defining role of front entrances, porches, and balconies for most historic structures makes their preservation of primary importance.

In Norman, most porches are constructed and detailed in wood and include a variety of functional yet decorative features such as columns, pilasters, rails, latticework, balustrades, soffits, steps, brackets, beaded board ceilings, and tongue-and-groove flooring.

Policy

Original historic porches are character defining features that should be preserved.

Things to Consider As You Plan

- Entrances, porches, and balconies often weather rapidly from constant exposure to the elements. They require regular inspection for signs of deterioration due to moisture damage, fungal or insect infestation, or structural settlement. Keeping gutters and downspouts maintained and ensuring that all flooring slopes away from the building for proper drainage will help protect entrances and porches from moisture damage.
- Routine maintenance of wooden features includes caulking joints to prevent water or air penetration and repainting as necessary to maintain a sound, protective paint film. The repair of traditional entrance and porch materials, such as wood, masonry, and architectural metals, is addressed in the pertinent guidelines.
- Entrances and front porches often distinguish the street façades of historic buildings and provide highly visible opportunities for stylistic embellishments. Sleeping porches, balconies, side porches, mudrooms, back porches, and rear entries offer additional outdoor access and living space.

Match Original Details. When entrance, porch, or balcony features and details are deteriorated and require replacement, it is important to match the original features and details in design, dimension, detail, texture, material, and color. Similarly, should an entire entrance or porch be deteriorated or damaged beyond repair, the property owner should match the original entrance or porch. The design of a new entrance, porch, or balcony for one that is lost should be an accurate reproduction of the original or a design that is compatible with the historic character of the building and its site. Compatibility of a new design should be reviewed in terms of proportion, height, roof shape, material, scale, texture, detail, and color.

The introduction of a new entrance, porch, or balcony on a secondary façade may be appropriate if it does not diminish the building's architectural character and the design is compatible with the building and the site. Occasionally, the enclosure of a side or rear porch may be considered to accommodate a change in use or a need for space. Given the prominence of the front façade, the enclosure of a front entrance, porch, or balcony is not considered appropriate. However, the sensitively designed enclosure of a side or rear porch may be appropriate if the building's architectural integrity is not compromised and the character of the porch is retained.

On this Prairie style structure, a partial front porch extends into a porte cochere, meaning literally "a carriage door."

Ordinary Maintenance

The following are suggestions for maintaining historic porches and entrances:

- Protect and maintain original wood, masonry, and metal elements of entrances, porches, and balconies through appropriate surface treatments.
- Inspect regularly for signs of moisture damage, rust, structural damage or settlement, and fungal or insect infestation.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements or along foundations.
- Clean soiled surfaces using the gentlest means possible.
- Recaulk wooden joints properly to prevent moisture penetration and air infiltration.
- Retain protective surface coatings, such as paint or stain, to prevent damage from ultraviolet light or moisture.
- Reapply protective coatings, such as paint or stain, when they are damaged or deteriorated.

This Prairie-style structure has a full-width front porch.

3.2.1 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.

This Craftsman bungalow has a partial front porch with massive brick piers topped by short, elechantine columns.

- *Front or rear porch screening that is temporary and easily reversible, and can be designed to preserve the historic character of the porch and the building.*
- *Decks and porches that are built on rear and not visible from front.*
- *Handrails required by code may be approvable by administrative bypass but must meet City Standards.*

This Colonial Revival structure has a wrap-around porch with turned balustrades.

3.2.2 Guidelines for Entrances, Porches, and Balconies

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

A side porch is a less prominent feature but still contributes to overall building design.

This Italian Renaissance structure has a partially enclosed porch with massive masonry columns.

.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 rather than the entire feature. Match the original in design, dimension, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*

.3 Match Originals. *If full replacement of an entrance, porch, or balcony is necessary, replace it in kind, matching the original in design, dimension, detail, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*

.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 Avoid Enclosures. *It is not appropriate to enclose a front porch or a front balcony to provide more living space as this dramatically alters the appearance of the house. Rear porches may be screened with a COA through administrative bypass.*

.6 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.*

.7 Avoid Changes to Primary Façades. *It is not appropriate to remove an original entrance or porch or to add a new entrance or porch on a primary façade. Alterations to secondary façades may be considered where not highly visible from the street and when no character-defining features are destroyed for its creation.*

.8 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.*

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

.10 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.*

.11 Original Porch Floors. *Do not cover original porch floors with paint, stain, or other permanently affixed materials.*

.12 New Balconies. *Balconies, as with other alterations must be compatible with the style of the house and must not be visible from the street.*

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

.14 Wood Decking Over Concrete. *If concrete or brick has been installed, a wood porch may be installed over the concrete if it was the material of the orignial construction. Wood can be installed over sleepers which would allow it to be elevated and breathe.*

3.3 Decks

Because of their visibility, decks on corner properties should be designed sensitively to least detract from the original structure.

Policy

A deck should be compatible with but differentiated from the building. It should be constructed to be structurally independent so that it could be removed in the future without damage to the building. A deck should never be so large that it overpowers the building or the site and should have limited visibility from front.

Things to Consider As You Plan

- The outdoor deck is a temporary, exterior feature frequently introduced into residential historic districts.
- To maintain a building's historic character, deck additions are generally located unobtrusively on the rear elevation.
- Decks are usually built on posts to align at or below the first-floor level of a residence.

Alternative building materials are possible when decks are installed in an incospicuous location such as the rear yard of an interior lot.

Deck Locations. In locating a deck, property owners should always consider the proposed location's impact on the historic structure, the site, and the district. Locations that are visible from the street, with corner properties as an exception, or locations that would damage or diminish significant architectural elements or significant site features such as mature trees are generally not recommended.

Wood is the most common decking material, however new alternative materials may be utilized. Alternative composite materials must be similar in dimensions and details as wood counterparts.

Protective Treatments. Because decks are exposed to the elements, decay-resistant woods or pressure-treated lumber should be used. Staining or painting are strongly recommended to protect decks from water and sunlight and to make them more compatible with the colors of the historic structure. Some pressure-treated lumber may require six to twelve months of weathering before primer and paint will bond well to it. Opaque stains are a good option for exposed decks since they do not peel; stains are not an applied film like paint, but rather are a protective treatment that is absorbed into the wood surface. Use appropriate nails and fasteners in deck construction to avoid rust stains or chemical reactions. Some decks may require railings to comply with local building codes. City staff can assist with compliance.

Covered decks are essentially house additions and will be reviewed for their overall impact on the original structure.

Screening. To relate a deck visually to a historic building, the structural framing should be screened with traditional materials such as skirtboards, lattice, or dense evergreen plantings. Because a deck is a contemporary feature, detailing it to duplicate the architectural detailing of the historic building is discouraged. Deck elements that reflect the materials and the proportions of the building and the district are most appropriate.

3.3.1 Standards for Administrative Bypass:

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

- *Deck is less than 300 square feet in total area.*
- *Deck is not visible from the street.*
- *Deck makes no permanent changes to the historic structure.*
- *Deck meets the city's coverage restrictions.*
- *Alternative material acceptable.*

Decks that do not meet all of these criteria must be reviewed by the Historic District Commission.

3.3.2 Guidelines for Decks

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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. *Decks were not used prior to 1950 on Norman's older homes and as such are prohibited additions on front façades. Introduce decks in inconspicuous locations, usually on the building's rear or side elevations and inset from its rear corners, where the deck will not be visible from the street. A deck proposed for the side of a building must not detract from the design of the house, and must be completely reversible. 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.*

.5 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 skirtboards, lattice, or dense evergreen foundation plantings.*

.6 Preserve Significant Building Elements. *It is not appropriate to introduce a deck if doing so will require removal of a significant building element or site feature.*

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

.8 Inset Decks. *Insetting a deck at least six inches from a building corner is required to help diminish its impact and differentiate it from the existing building.*

3.4 Exterior Walls

History and Development

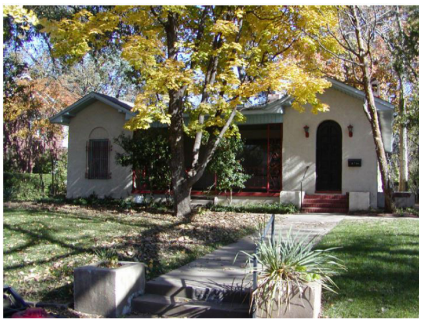
Within Norman's Historic Districts, exterior walls clad in horizontal, lapped wooden siding are most typical, although walls surfaced with wooden shingles, brick, stone, or stucco are found as well. Combinations of materials, including brick with stone details or lapped siding with wooden shingles are also found.

The foundations of early Norman buildings are differentiated from the rest of the wall by a change in material, plane, and/or color. Brick foundations are the most common, but foundations of stone or masonry with stucco are not unusual. Some masonry pier foundations with infill panels of recessed brick or lattice are also found in the districts.

Stucco walls and porch piers give this Mission Revival style Bungalow its distinctive character and should be preserved.

Policy

Through their shape, features, materials, details, and finishes, exterior walls contribute to the form and the character of historic buildings. They also provide opportunities for stylistic detailing and ornamentation. Features such as projecting bays, dormers, sun porches, and chimneys boldly manipulate the shapes of exterior walls. In addition, columns, braces and brackets, and window openings all embellish the connections between wall planes or link exterior walls to other building elements. Variations in exterior wall materials all contribute to the pattern, texture, scale, color, and finish of the building exterior and are major character defining features of historic housing that should be preserved.



Stucco walls and a flat roof define this Spanish Revival style house in the Chautauqua District.

Things to Consider As You Plan

- Routine inspection, maintenance, and repair of exterior walls should follow the guidelines for the specific wall materials. Each exterior wall surface material requires different maintenance which can be referenced in the building materials section of this document.

Preserve Original Details and Materials. Replacement of deteriorated exterior wall materials and details requires careful attention to the scale, texture, pattern, and detail of the original material. The three-dimensionality of wood moldings and trim, the distinctive texture of weatherboards, and the bonding pattern of masonry walls are all important to duplicate when replacement is necessary. Generally, replacement or concealment of exterior wall materials with substitute materials is not appropriate. For example, the application of synthetic sidings or contemporary stucco-like materials in place of the original materials results in a loss of original fabric, texture, and detail. In addition, such surfaces may conceal moisture damage or other causes of structural deterioration from view.

Masonry details such as bond pattern and copings articulate style and design.

The loss of a distinctive exterior wall feature such as a projecting chimney or window bay would compromise the character of a historic building. Similarly, the introduction of a new feature, such as a window or door opening, can also compromise the integrity of the original wall. Alterations such as these require a clear understanding of the significant characteristics of the original wall and also the wall's role in creating the

Craftsman-style structures often use multiple materials for exterior walls. This house has a combination of stucco and wood shingles.

Wood siding, also known as weatherboard, is very typical on historic structures in Norman.

building's significance. Using that knowledge, a compatible change that will not diminish the building's architectural character may be developed.

Ordinary Maintenance

- While houses with existing synthetic siding installed are not required to remove the siding and restore the exterior, removal of synthetic siding and repairing of original siding and trim are encouraged.
- Protect and maintain the original material surfaces, details, and features of exterior walls through appropriate methods.
- Inspect regularly for signs of moisture damage, vegetation, fungal or insect infestation, corrosion, and structural damage or settlement.
- Provide adequate drainage to prevent water from standing on horizontal surfaces and collecting on decorative elements or along foundations.
- Clean exterior walls as necessary to remove heavy soiling or to prepare for repainting. Use the gentlest methods possible.
- Retain protective surface coatings, such as paint or stain, to prevent deterioration.
- Reapply protective surface coatings, such as paint or stain, when they are damaged or deteriorated.
- Use recognized preservation methods. Repair exterior wall surfaces, details, and features using recognized preservation repair methods for the surface material or coating.
- Painting of wood is considered maintenance and allowed without review.
- No painting of brick/masonry.

3.4.1 Standards for Administrative Bypass

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

- *Removal of existing synthetic materials to reveal existing historic materials.*

3.4.2 Guidelines for Exterior Walls

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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. It is important to retain the original siding and trim and its dimension, profile, and shadow lines.*

.3 Replace Only Deteriorated Portions. *If replacement of a deteriorated wall or feature is necessary, replace only the deteriorated portion in kind rather than the entire feature. Match the original in material, design, dimension, detail, texture, and pattern. Consider compatible substitute materials only if using the original material is not technically feasible. If the building was constructed of wood siding and needs repairs or board replacement, most siding types are still manufactured and available from suppliers or can be milled for a nominal fee.*

.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 on historic structures. Hardieboard might be appropriate for accessory structures or garages.*

.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.*

.6 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.*

.7 Substitute Materials. *Cement fiberboard (e.g. Hardieplank siding) will be considered on a case-by-case basis. It is considered appropriate for new construction but not for replacement on historic structures unless original material is not feasible. Exterior insulating and finish systems (EIFS) will not be considered for use in historic structures.*

.8 Other Materials. *Do not remove original siding and replace with T-111 plywood/OSB or other synthetic materials. T-111 is a plywood siding retailed in the form of sheets, with grooves or channels cut into it.*

This Colonial Revival structure has arched wood windows that echo the arched brick entryway.

Window pairings on this Colonial Revival structure give rhythm to the overall house design.

A mixture of hung and casement windows characterize this unusual Italian Renaissance structure in the Chautauqua District.

Original window placement often maximizes passive solar as in this south-facing elevation with three pairs of windows.

3.5 Windows and Doors

History and Development

Although many window types are found in early Norman houses, the vast majority are wooden, double-hung windows with rope-and-pulley systems and set into wall framing. Depending on the style and the age of the house, each sash may be divided by muntins that hold individual panes of glass in place. "One-over-one" window configurations are common, as is a pattern of four vertical panes over one single pane. Other common window configurations are "six-over-six" or "nine-over-nine," though many other configurations are seen.

More contemporary housing styles, such as Mid-Century Modern, were built with steel-framed casement and picture windows. These character-defining features should be maintained and retained.

Doors with a variety of glazing configurations, as well as a combination of solid panels and glazing with sidelights or transoms are found throughout Norman's Historic Districts.

Policy

Windows and doors are among the most character-defining features of historic buildings; therefore, their preservation is one of the highest priorities in historic rehabilitations. The various arrangements of windows and doors — their proportion, shape, positioning, pattern, size and the decorative elements associated with them — are used to achieve specific architectural effects on buildings. The retention and repair of original wood doors and windows is strongly encouraged.

Things to Consider As You Plan

- Improper or insensitive treatment of the windows and doors of a historic building can seriously detract from the architectural character. Original windows are nearly always constructed from higher quality lumber — in most cases, old growth timber — than any replacement window available today. In most cases, repairing original windows and doors in an older building is more appropriate and cost-effective in the long-term than replacing them with new units. Peeling paint, high air infiltration, sticking sash, or broken panes are all very repairable conditions and do not necessitate replacement.
- Replacement window and door units should fill the original opening. They may need to be custom-made. Today's open-stock windows and doors may or may not match the dimensions of the existing opening. Custom-made wooden window sash that match many original windows are available at some lumber yards and some manufacturers. (See the City of Norman Historic Preservation Officer for a list of suppliers.)
- Changing existing window and door openings, closing existing openings, or adding new openings on an early Norman house should be very carefully considered and undertaken only for compelling reasons. Changes to original openings in a character-defining façade should

never be considered. For less significant façades the pattern of proposed openings should be characteristic of and complementary to the historic building and the historic district context. Generally, rear elevations or elevations not seen from the street allow more flexibility and change.

Storm Windows and Doors. Choose storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm windows and doors with painted, stained, or baked-enamel finish color are highly recommended.

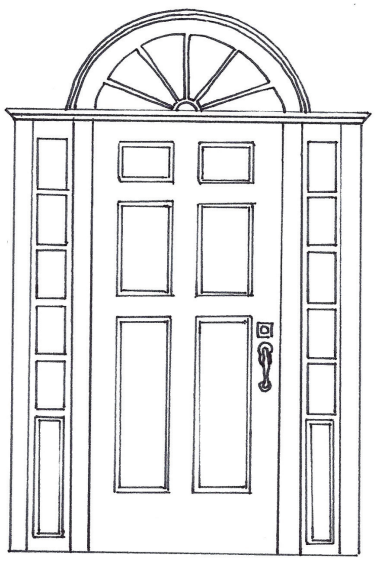
Details Are Important. Windows in early Norman houses are often set into relatively deep openings or have surrounding casings and substantial sash components that cast shadows which help define the architectural style. Consequently, preserving original window glazing — including the preservation of original glass — is always desirable. If the details of a window or a door, such as casing or muntins, are deteriorated, they may be replaced in-kind and match the existing.

Doors. If replacement is necessary, the design of replacement doors must reflect the style and period of the building. Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Wood doors that are repaired and properly maintained will have greatly extended service lives while also contributing to the historic character of the house.

Routine Maintenance of windows and doors

- Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods.
- For steel-framed windows it is important to remove rust and repaint, replace missing screws or fasteners, and clean and lubricate hinges.
- Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
- Clean the surface using the gentlest means possible.
- Limit paint removal and reapply protective coatings, as necessary.
- Reglaze sash as necessary to prevent moisture infiltration.
- Recaulk and weatherstrip windows and doors to reduce air infiltration and increase energy efficiency.
- Repair historic windows and doors and their distinctive features through recognized preservation methods for rebuilding, patching, consolidating, splicing, and reinforcing.
- If an original window or door opening has been blocked, consider reopening it and installing a historically compatible window or door.
- If original screen doors and windows are removed to allow the installation of storm doors and windows, it is strongly encouraged that these be retained for possible future use.
- Before bare aluminum storm sash is painted, it should always be primed with a zinc chromate primer to ensure that the finish paint will bond.
- Reduce airflow at the bottom of the door by installing a door sweep to fit snugly against the threshold. Install weather stripping for energy efficiency.

Different window pairings and with a variety of muntin patterns found in Norman's Historic Districts.



A six-panel door with sidelights and a fan light with tracery typifies Colonial Revival style.

Are Old Windows The Problem?
Infiltration of outside air — rather than heat lost through the glass — is the principal culprit affecting energy, accounting for up to 50 percent of the total heat loss in a building. Sash pockets, pulleys, and meeting rails areas are also prone to air infiltration in double-hung units. The energy efficiency of restored windows incorporating retrofit components (weatherstripping and weatherseals combining pile, brush, bulb, or spring seals) can meet and even exceed the efficiency of replacement units. In addition to evaluating windows for energy efficiency, property owners should strongly consider adding insulation R-Value to walls and ceilings. Storm windows can also be very helpful in reducing air infiltration. Source: "What Replacement Windows Can't Replace: The Real Cost of Removing Historic Windows" by Walter Sedovic and Jill H. Gotthelf, APT Bulletin: Journal of Preservation Technology / 36:4, 2005.

3.5.1 Standards for Administrative Bypass for Windows and Doors:

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.

- **Window Replacement by Administrative Bypass**. *A deteriorated window that is not repairable may be replaced if it meets the following criteria:*

  ** Like-for-like, meaning a wood window which matches the original identically.*

  ** Muntin width and profile are same as the original in width and profile.*

  ** Light pattern is the same as the original.*

  ** True divided lights (panes) are the same as the original glass thickness.*

  ** Size and dimension of all window components are the same as the original.*

- **Door Replacement by Administrative Bypass.** *A deteriorated door that is not repairable may be replaced with a like-for-like, meaning a door that matches the original in materials and design. A non-original door may be replaced with a historic door.*

- **Screen Door Replacement.** *Screen doors should be retained and repaired 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.*

- **Awnings.** *Fabric window awnings that conform to historic material, style, shape, and location may be approved by Administrative Bypass. Install fabric awnings over windows, doors, storefronts, or porch openings with care to ensure that historic features are not damaged or obscured.*

- **Storm Doors and Screens.** *Wood framed, full-light storms and screens can be approved through Administrative Bypass. Choose storm doors constructed of wood or metal that do not obscure or damage the existing door and frame. Storm doors with painted, stained, or baked-enamel finish color compatible with the color of the existing door are highly recommended. 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 4.9, Utilities and Energy Retrofit).*

- **Storm Windows and Screens.** *Wood framed, full-light storms and screens can be approved through Administrative Bypass. The use of interior storm windows is encouraged. Relatively unobtrusive, narrow-profile, 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 fairly common in the historic districts. Select storm units that align with the meeting rails of the window.*

3.5.2 General Guidelines

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

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

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

.3 **Preserve Original Openings.** *Do not create new openings in the front or side façades 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.*

4. **Aluminum.** *For original wood windows, mill finished aluminum should be avoided even in the installation of windows' screens and storm windows. Avoid the use of bright aluminum screen fabric or dark solar screen fabric. Woven copper screen wire or charcoal aluminum fabric is appropriate.*

Pairs of windows are common decorative features of many early 20th Century houses.

Triple windows are also common especially on front and southern elevations.

3.5.3 Guidelines for Windows

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

.1 **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.*

.2 **Replace Only Deteriorated Features.** *If replacement of a deteriorated window feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, placement, and material.*

.3 **Window Replacement.** *Replacement sash, often referred to as sash replacement kits, are acceptable for use in historic structures. However, replacement 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.*

.4 **Replacement.** *A deteriorated wood window that is not repairable may be replaced 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*

Four-over-one vertical pane configurations are characteristic of Bungalow architecture.

Save Those Old Windows
Few changes can have a greater impact on a historic structure than replacing its doors and windows. In most cases, old windows are absolutely repairable! Common complaints such as broken panes and sash cords, rotten muntins, and windows that are painted shut do not mean the entire window unit must be replaced! Hold onto your historic windows if at all possible — they are what make your house unique.

** 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.*

.5 Retain Original Metal Windows. *Replace original metal casement windows only when deteriorated beyond repair. Replace with either metal, aluminum clad or fiberglass.*

.6 Locate Privacy Glass in Rear. *Privacy glass may be installed if deemed necessary (such as in a bathroom) and can only be located in the rear of the structure, where not visible from the front. Smoked or tinted glass is not appropriate for use in historic structures.*

.7 Beveled Glass. *Could be acceptable on doors and windows as long as it is compatible with style of the historic building and the original configuration remains.*

.8 Windows in New Construction. *Windows in new construction should be similar to windows in adjacent historic structures in terms of size, profile and material. If the windows in the historic building are wood, then new windows must be wood, or aluminum-clad wood, or fiberglass may be used.*

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

.10 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.*

Don't Grow 'em Like That Anymore!
Did you know that the wood used in historic windows is a far better insulator than even the most expensive replacement units made today? This is because most historic windows were constructed using old growth timber. At 25 growth rings or more per inch, the tight grain of this wood is far superior to the 3-4 growth rings found in modern lumber.

.11 Security Bars. *A Certificate of Appropriateness is required for the installation of burglar bars within historic districts and are generally discouraged. If deemed necessary security bars should be designed to complement the style and design characteristics of the structure to which they are being attached or should be located inside the window if possible.*

.12 Shutters. *Shutters may be installed if they are in keeping with the style of the house and period of construction. Shutters need to be correctly proportioned to the width and height of the window and be installed with hinges rather than fixed to the wall.*

3.6 Guidelines for Doors

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

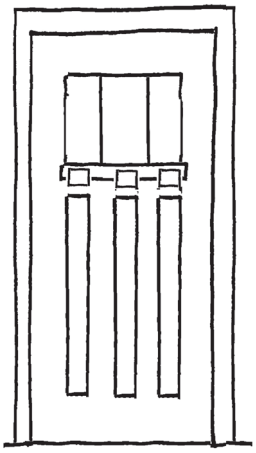
.1 Replace Only Deteriorated Features. *If replacement of a deteriorated door feature or details is necessary, replace only the deteriorated feature in kind rather than the entire unit.*

.2 Repair Damaged Transoms and Sidelights. *Avoid altering transoms and sidelights as it distorts the strong vertical proportions of the windows and doors and changes the character of the residence.*

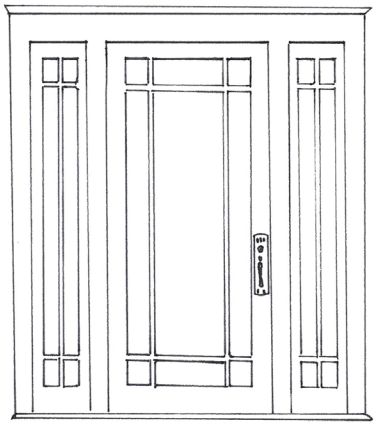
.3 Wood Doors. *Wood doors are required unless there is documentation that other materials were historically used on a particular structure. Keep wood doors appropriately stained or painted to protect from weather.*

.4 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.*

.5 New Doors. *New doors should be in keeping with the style of the house. Installation of metal doors is not appropriate.*



A three-panel, three-light door with dentil molding is found in many Craftsman houses.



This Craftsman door is flanked by sidelights which, together with decorative muntins, add both light and visual interest to the doorway.

Pressed metal doors are not an appropriate addition to any historic structure.

Chimneys are most commonly located on a side elevation of a structure.

Chimneys are most commonly located on a side elevation of a structure.

A typical bungalow chimney with a chimney cap.

3.7 Roofs

History and Development

Roof form and pitch are among the major distinguishing characteristics of historic buildings. Roofs can be flat, pitched, hipped, curved, or arranged in various combinations of these forms.

Architectural styles are clearly distinguished by roof types, e.g. Craftsman Bungalows usually have deeply overhanging eaves with a generously pitched roof. Tudor Revival structures often have steeply pitched roofs, almost like a capital "A". Roofing materials also contribute to the character of historic buildings. Depending on the age and the style of the building, the original roofing may have been any of a variety of materials, including wood or metal shingles, slate, clay tiles, and slate-like composite roofing materials. Asphalt and asbestos shingles became popular roofing materials in the 20th century both for new construction and for re-roofing of earlier buildings. Historic roofing materials were usually dark in color.

Architectural metals are often used for roofing and guttering applications including flashings, gutters, downspouts, finials, cornices, copings, crestings, and sometimes for the primary roofing material (i.e. a metal roof).

Policy

Maintain original roof patterns. It is particularly important to retain and preserve historic roofs that create distinctive effects by shapes or color; to alter or remove them would result in the loss of a significant architectural feature.

Things to Consider As You Plan

- If a roofing material must be replaced and is not readily available, a property owner should identify a substitute material that closely resembles the original.
- When a roofing material is clearly distinctive to a building's architectural style, retaining or replacing it in kind is important. For example, a Mission-style building that features a clay tile roof should not be reroofed with fiberglass shingles. This principle applies to shingle patterns as well. Changes in shingle patterns would compromise the building's architectural character.
- Because contemporary roof features such as skylights and solar collectors often compromise the character of a building and damage historic roof features and materials, they are generally discouraged. If they are proposed, it is important to ensure that they will not damage or diminish the historic character of the building or the district.
- Dormers are common and are found in a variety of shapes and sizes, some have windows while others have vents. Dormers and other historic roof details such as weathervanes add to the character of the house and the neighborhood.

Ordinary Maintenance

Routine care and maintenance of a roof are critical. A leaky roof allows water damage to the structure and detail elements of a building. It is wise to keep a roof free of leaves and other debris and to inspect it regularly for leaks, loose or damaged shingles, slates, or tiles and repair them immediately. Slate and clay tiles are extremely durable but brittle. They can last more than a century, but their fasteners, flashing, and sheathing may not. However, if they are carefully reset, they may last another lifetime. It is not appropriate to cover shingles, tiles, or valleys with roofing tar in an attempt to stop roof leaks. Gutters, scuppers, and downspouts must be cleaned out often and kept in good repair if they are successfully to carry water off the roof.

Distinctive built-in gutters incorporated into the roof and concealed from view within a boxed cornice are important to retain. However, they must be kept properly functioning to avoid undetected damage to the structure. The distinctive shape of half-round gutters is typical for exposed gutters and preserves cornice crown molding.

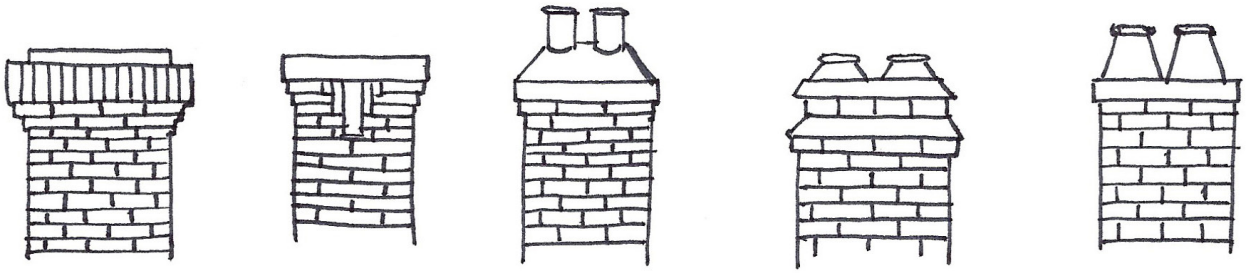
The following are suggestions for roof maintenance:

- Inspect regularly for signs of deterioration and moisture penetration.
- Clean gutters and downspouts to ensure proper drainage.
- Replace deteriorated flashing, as necessary.
- Reapply appropriate protective coatings to metal roofs, as necessary.
- Maintain adequate ventilation of roof sheathing to prevent moisture damage.
- Ensure that roofing materials are adequately anchored to resist wind and water.
- Re-fasten loose (or replace damaged) shingles, slates, or tiles.
- Composition shingles should not be installed on a low-slope pitch roof because they will leak.
- Roofing or re-roofing of any structure with materials that are similar in appearance, regardless of color, provided the building is not structurally altered during the roofing or re-roofing process.

This Mission Revival structure in the Miller District includes a front elevation chimney, a detail borrowed from Tudor Revival style.

Tudor Revival structures often have steeply pitched roofs and front elevation chimneys.

This Tudor Revival structure takes advantage of its corner location to show off a steeply pitched cross gabled roof to full effect.



There are many chimney top forms found in Norman Historic Districts; some are brick, some have pots, some have cast concrete tops.

A symmetrical, hipped roof is common on Prairie style structures.

The rear of this Craftsman shows how many roof planes can be used in a single structure.

Multiple, low-slung roof planes are very characteristic of Craftsman structures.

One of the oldest houses in the Chautauqua District, this Dutch Colonial Revival structure with a gambrel roof was built around 1903.

3.7.1 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.

- *Reroofing with in-kind materials with no change to the shape, pitch, or structure of the roof.*
- *Maintenance and installation of gutters.*
- *New roof features such as dormers, skylights, and solar tubes, and equipment such as power ventilators, solar collectors, photovoltaics, and antennae are approved by administrative bypass when located on rear.*

3.7.2 Guidelines for Roofs

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

.1 Preserve Original Features. *Retain and preserve roofs 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 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.*

.3 Replacements Match Original. *If full replacement of historic roofing material or feature is necessary, replace it in kind, matching the original in scale, detail, pattern, design, and material. If using the original material is not technically feasible, substitute materials can be considered by Historic District Commission review.*

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

.5 Built-In Gutters. *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 Certificate Of Appropriateness. 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 Chimneys and Chimney Tops. *Chimneys are an important architectural feature and the removal or alteration of existing chimneys alters the historical integrity of the house and is not recommended.*

.8 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.*

.9 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.*

.10 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.*

.11 Metal Roofs. *Avoid installing an inappropriately scaled metal roofing material on a house that did not have a metal roof originally. Many of the current metal roofs have an industrial appearance and should be avoided. Only a true crimped or seam standing seam metal roof will be considered.*

This Mission Revival-style, two-car garage is associated with Patricio Gimeno House in the Chautauqua District.

This two-car garage was built around 1944, apparently using leftover building materials.

This two-car garage plus workshop space was sensitively located in the rear and oriented inwards to minimize its visual presence.

3.8 Garages & Accessory Structures

History and Development

Most early garages were detached and sited in the rear yard, accessed either by a linear driveway leading from the street or from the rear property line via an alley. Corner lots sometimes oriented garages toward the side street. Most, though not all, garages were single bay; sometimes garages were shared by adjoining property owners. Smaller storage buildings and sheds were also typically located unobtrusively in the rear yard.

Many original garages and even a few "carriage houses" remain in use in Norman's Historic Districts. Like other early site features, these accessory structures contribute to the historic character of individual sites and the district as a whole. In some cases, the accessory building echoes the architectural style, materials, and details of the principal structure on the site. Many are humble gabled structures with the gable end facing the street. Many houses in Southridge Historic District have garages attached to the main structure and facing the street.

Contemporary style houses have incorporated their garage or carports into their house plan, but typically they do not project beyond the established front wall of the house. While the construction of new garages and carports is necessary, their placement and approach should respect the original "front line" of the house. This would place them behind the existing setback. Locating them to the rear of the property is preferable.

Policy

Original historic structures should be preserved if possible. However, since many early garage structures were of poor construction quality or sited inconveniently, or of a size not accommodating of modern vehicles their demolition or removal may be considered.

In historic districts, the compatibility of a proposed new garage or accessory building should be reviewed in terms of location, orientation, form, scale, size, materials, finish, and details. It is also important to consider the impact of the proposed construction on the existing site and site features, as well as neighboring structures in close proximity. Proposed changes to garages will also be reviewed in terms of their role in site circulation.

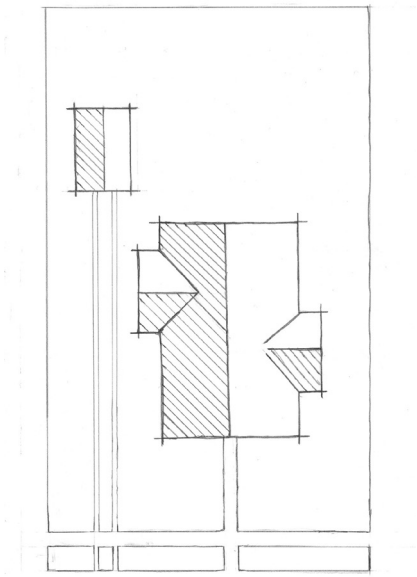
Things to Consider As You Plan

- Many of Norman's early accessory buildings are very simple structures with little in the way of internal framing. Consequently, routine maintenance and repair of early garages and accessory structures is essential to their preservation.
- Additional information on the appropriate rehabilitation of roofs, walls, windows, doors, and materials of garages and accessory structures can be found in Chapter 3, Exterior Features of Historic Housing.

3.8.1 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.

- **Small Buildings Allowable.** *An Administrative Bypass may be issued if the accessory building's footprint is no greater than 108 square feet and is not constructed on or attached to a concrete slab, foundation, or permanent base and has no electric, plumbing, or gas service connection. This does not require a building permit. 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 buildings must be located in the rear yard and must not be visible from the street.*



The traditional location for a garage is the rear of the house at the end of single driveway that runs along the property line.

3.8.2 Guidelines for Garages & Accessory Structures

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

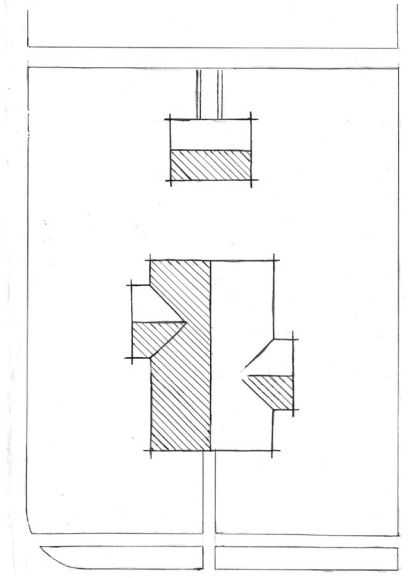
.1 Preserve Accessory Structures. *When possible, retain and preserve garages and accessory structures in their original locations and configurations. Even if the function changes, the exterior appearance should remain the same.*

.2 Preserve Original Materials. *When possible, retain 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 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 compatible substitute materials only if using the original materials is not technically feasible.*

.4 New Garage Construction. *A new garage shall be compatible in form, scale, size, materials, features, and finish with the principal structure. New garage structures shall be the traditional height and proportion of accessory buildings in the district.*

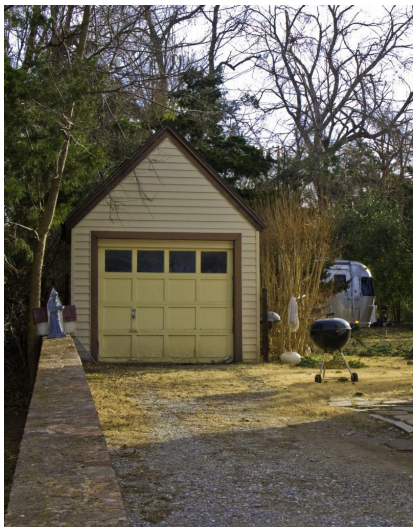
- *The following criteria will be considered for a new garage constructed where there is currently no historic structure:*
  - ** The new structure will utilize alley access though alley access may not currently exist.*
  - ** The new footprint will be 500 square feet or 5% of the property.*
  - ** The proposed construction will preserve existing trees.*



New garage location is at the rear, off alley, and not visible from the front. Not replacing a historic garage.

Design details such as the jerkin head gable of this garage are ofen used as complements to the primary structure.

A pyramidal roof was common on single car garages built in the 1920s.



Roof pitch is also used as a design detail. This garage accompanies a Tudor Revival house with the characteristic steeply pitched roof.

.5 Maximum Garage Footprint of New Garage Construction. *New garages may expand beyond the original footprint of one- or two car-garages up to a maximum of 500 square feet or 5% (in total, not each structure) of the property, whichever is greater.*

.6 New Garage Height. *New garages in blocks that contain only one-story garages should be one-story. Two-story and one and a half story garages may be built if located on a block where two-story or one and a half story garages are dominant or in an adjacent property. 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. Wall height should be no greater than the principal structure.*

.7 Location. *Site garages and accessory structures away from primary view and set them behind the front wall of the house.*

.8 New Garage Doors. *Install single doors instead of double width doors. Stamped metal and vinyl doors are inappropriate. Recessed panel doors are appropriate, Raised panel products should be avoided.*

.9 Prohibited Materials. *The use of vinyl, masonite, aluminum or other metal sidings is prohibited and are inappropriate to the local historic districts.*

.10 Alternative Materials. *As long as they are consistent with the size, pattern, shape, dimensions and texture of the historic wood siding, fiber cement products may be appropriate in new construction of garages for rear or side elevations that are not easily visible from the public right-of-way. It should be noted that wood siding does not have "wood grain." Smooth cement board is allowed.*

.11 Reconstruction. *The reconstruction of outbuildings 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 primary building and historic patterns and characteristics of the historic district.*

.12 Carports. *Carports 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.*

.13 Request for Garage Demolitions. *The following criteria will be considered when a garage structure demolition and/or replacement is proposed:*

- ** If the existing structure is of extraordinary architectural or historical significance, it should be retained if repairs are reasonably possible.*
- ** If the existing structure is dilapidated, leaning, lacking a solid foundation, or of substandard construction, it may be eligible for demolition.*
- ** If the existing structure is 240 sq. ft. or less, it may be eligible for demolition.*
- ** If the existing structure was built after the period of significance, it may be eligible for demolition.*
- ** The demolition of existing historic structure will enable access to the rear yard where no access currently exists, it may be eligible for demolition.*

.14 Storage Buildings Over 108 sq. ft. *Storage buildings should be located in the rear yard, and not visible from front right-of-way. They should be made of wood or material compatible with the historic structure.*

.15 Additions. *Additions to existing garages may be more appropriate than demolition or reconstruction.*

Recessed panel doors are appropriate.

Raised panel products should be avoided.

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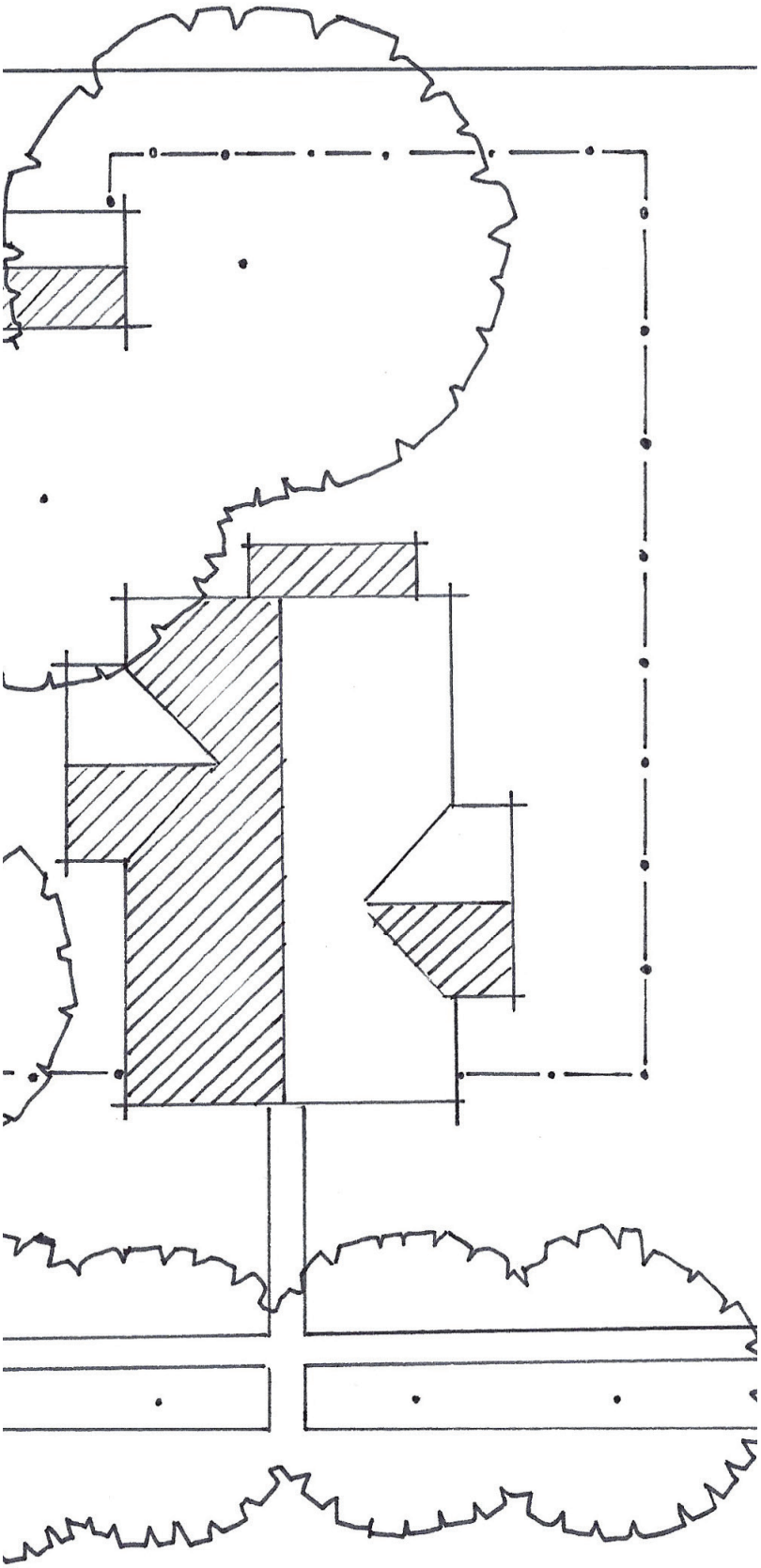


SECTION 4

SITE AND SETTING OF HISTORIC NEIGHBORHOODS

4.1 Site Features and Landscape

Landscape design that complements building patterns and style is encouraged.

The introduction of intrusive, contemporary site features or equipment such as large parking areas, swimming pools, tennis courts, freestanding metal buildings, or mechanical equipment must be carefully reviewed to determine if it will compromise the historic character of the site and the district. Although the impact of intrusive contemporary features can often be diminished through careful siting and screening, in some cases it may be so detrimental to the character of the site or the streetscape that the alteration cannot be accommodated. Such might be the case if the bulk of a residential front yard were paved for parking or if an addition required the removal of several healthy, mature shade trees.

Shade trees are a precious resource in Oklahoma and play a major role in defining the historic character of Norman's residential districts. Historically, well-located shade trees were an important means of providing summer cooling. Today they still contribute shade as well as imparting a distinctive atmosphere to the historic districts.

A mature tree canopy is a vital part of a historic neighborhood's streetscape.

Distinctive site features also contribute significantly to the overall character of the districts and to individual settings. These site-defining elements include things such as hedges, foundation plantings, lawns, gardens, and tree canopies; features that define circulation such as walkways, streets, alleys, driveways, and parking areas; and features that articulate or develop a site such as accessory buildings, fences, walls, lighting, terraces, waterways, swales, fountains, patios, sculptures, arbors, pergolas, pools and planters.

Things to Consider As You Plan

- Most early Norman neighborhoods are shaded by a heavy deciduous tree canopy that adds enormous aesthetic appeal and historically performed a vital cooling function during the hot summer.
- Removal of mature, healthy trees should be considered only for absolutely compelling reasons, such as safety or life of property.
- Whenever a tree is removed, whether it is diseased, storm damaged, or healthy, the district setting is diminished.
- The planting of a similar replacement tree in its place or nearby is strongly encouraged to perpetuate the tree canopy that is so important to the landscape as well as the individual building sites.
- The City of Norman's Urban Forester has a list of appropriate tree species and local sources.

Period-style lamp posts help define streetscape character in historic districts.

Landscape Considerations

Protect Mature Trees During Construction. Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. The critical root zone of a threatened tree must be surrounded by temporary fencing to prevent any construction activity or equipment from endangering it. It is especially critical to avoid soil compaction within the drip line of trees.

Preserve Tree Canopy. Prune and trim trees in front yards and public rights-of-way in a manner that preserves tree canopies. In consultation with the City Forester, introduce new and replacement plantings to ensure that existing tree canopies will be preserved.

Replace Aging Trees. Replace a seriously diseased or severely damaged tree (see Section 8.2 Preservation Glossary for definition) or hedge with a new tree or hedge of an appropriate species. It is not appropriate to remove healthy, mature trees.

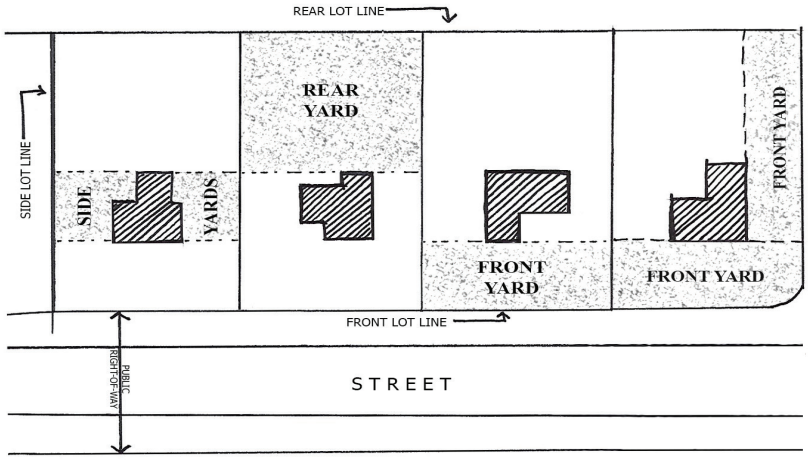
Install Root Barriers. When sidewalks are replaced, they should have root barriers installed to protect the concrete from future breakage by tree roots.

These are key steps to maintain the vitally important tree canopy in historic districts:

- Protect mature trees during construction.
- Protect tree canopies.
- Replace aging or diseased trees.
- Install root barriers under new sidewalks.

Recommendations

- Avoid landscaping that requires continual moisture, i.e. shrubs, trees, and plants, within ten feet of a historic building.
- Remove climbing vines and ivy from historic buildings and walls as they damage the building fabric.
- All plants and vegetation growing in wall and foundation crevices needs to be removed without damage to the historic fabric.
- All landscaping and planters must not block or obstruct the normal flow of pedestrian or vehicular traffic.
- Parking structures shall be compatible in design and materials with surrounding historic buildings and districts.
- New construction is encouraged to provide parking behind the building.
- At no time shall a building be demolished to provide surface parking.
- Ensure that the design of any new parking structure follows the standards of New Secondary Structures.



Corner lots have two front yards.

4.1.1 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.

- **Garden Structures.** *Garden structures such as a pergola or freestanding trellis, if located behind the home in an inconspicuous location, may be constructed if it is less than 108 sq. ft.*
- **Surface Parking.** *All design and construction of parking areas within historic districts may be approved through administrative bypass if placed behind primary structures at the rear of the property, and also set back as far as possible from side streets on corner lots.*
- **Storm Shelters.** *Storm shelters are a necessary safety concern in Norman. Structures, which are not visible from the street may be approved through administrative bypass. They must meet state requirements for wind load design.*
- **Swimming Pools.** *If located in rear yard and not visible from front right-of-way.*

4.1.2 Guidelines for Site Features and Landscape

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

.1 Pergolas and Trellis. *Do not add a new pergola or freestanding trellis on a front or side elevation unless there is historical evidence one existed. Not appropriate if larger than 108 sq. ft.*

4.2 Sidewalks, Driveways, and Off-Street Parking

History and Development

In Norman's early neighborhoods, front walks usually led directly to the front door of a house from the sidewalk. Depending on the topography, the walkways often incorporated steps and, sometimes if the front yard was fenced, a decorative gateway. Traditional paving materials were concrete and brick or stone pavers. Plantings often lined the walkways.

Driveways typically located along the property line, led directly to the back yard, sometimes to a garage or carriage house. Public alleys sometimes provided the automobile access to rear yards and garages. Occasionally, a porte cochere provided a covered parking space attached to the main structure. Driveways were usually made of gravel or compacted soil, changing over time to concrete. Often a grass median separated two gravel or aggregate concrete runners. Occasionally, more decorative brick or stone pavers were used.

Historically, off-street parking areas for multiple cars were rare in residential neighborhoods. Initially, on-street parking met the demand for parking spaces, even in commercial districts. Over time as cars have grown both larger and more numerous, a greater demand has been created to park more cars.

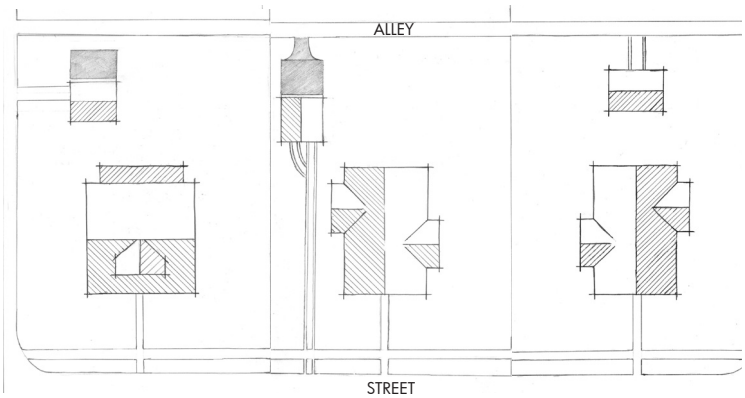
Shared driveways were quite common in the early 20th century. A few still exist in Norman.

Ribbons or runners are very traditional and generate less runoff than impervious surfaces.

Policy

Preserving original paving patterns is important to maintaining the character of individual building sites and the district as a whole. The location of driveways and other paved areas is very important to both the preservation of neighborhood character, and to the preservation of historic integrity of individual properties.

The consistency and repetition of sidewalk and driveway spacing, placement, dimension and materials creates a rhythm to the street in Chautauqua and Miller Historic Districts.



Typical configuration of Historic Districts except in Southridge, which has a variety of drive and sidewalk configurations.

Traditional ribbon drives are sometimes modified to create a solid surface.

4.2.1 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.

- **Widening Driveways**. *Widening a driveway can be approved by administrative bypass if to a maximum width of 10 feet. Must be either concrete or city approved pavers.*
- **Parking pads.** *Allowed if located off alley as long as they are less than 400 sq. ft.*
- **Walkways.** *Private sidewalks, walkways are allowed as long as they meet typical configuration.*
- **Paving.** *Maintain existing concrete ribbons or runners and widen by lining with another material such as brick.*
- **Rear Parking.** *Rear access and rear yard parking may be approved by administrative bypass.*
- **Driveways and Sidewalks.** *Reconstructing driveways and sidewalks in their original location with materials that match the original.*
- **Gravel Driveway to Concrete.** *Converting a gravel driveway to a concrete driveway as long as it is ten feet 10' wide. (Will need a paving permit.)*

4.2.2 Guidelines for Sidewalks, Driveways, and Off-Street Parking

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

.1 Front Yard Driveways. *In historic districts, residential 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 the property line on one side of the house.*

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

.3 New Driveway Composition. *Driveways shall be constructed from material allowed by the City Codes.*

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

.5 Circular Drives. *Circular drives are not appropriate in front yards or corner side yards unless there is historic documentation on the specific property in question.*

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

.7 Driveway Location. *Driveway locations should not be altered if it affects the rhythm of the street.*

.8 Sidewalk Location. *Sidewalks on private property shall be maintained in their traditional location.*

.9 Sidewalks and Curbs. *Public sidewalks and approaches shall meet City Codes. Sidewalks and curbs on private property may be constructed of finished concrete, brick, or stone.*

.10 New Paved Areas. *New paved areas should never 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.*

.11 Rear Yard Area. *New parking areas are encouraged to be off alleyway. Rear yard parking must meet city requirements.*

.12 Side Yard Parking Area. *Not appropriate.*

.13 Off Street Parking Area. *Not appropriate at the front yard of the property except within an existing driveway.*

4.3 Fences and Masonry Walls

A front yard fence under 36 inches tall creates definition and separation but still allows the beauty of the house to shine.

Policy

Original historic fences and walls are important character-defining features and should be preserved and maintained. Front yards create a context for houses and establish a rhythm for the street. These elements are important to the preservation of a district's historic character and to strengthening the cohesiveness of a residential historic district.

Things to Consider As You Plan

Preservation of existing fences and walls requires routine maintenance and repair. Keeping the bottom edge of wooden fence lines raised slightly above ground and protected by a sound paint film, opaque stain, or wood preservative will significantly extend their life span. When deteriorated pickets or boards must be replaced, decay-resistant or pressure-treated wood should be considered.

A need for security or privacy or the desire to enhance a site may lead to a decision to introduce a new fence or wall. Within the historic districts any proposed new fence is reviewed with regard to the compatibility of location, materials, design, pattern, scale, spacing, and color with the character of the principal building on the site and the historic district.

There are few stone walls in Norman's historic districts so those that exist have special significance.

4.3.1 Standards for Administrative Bypass

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

- **Replacing Fences.** *If an existing fence or wall is being replaced with one that is the same in material, height, location, and design, a Certificate of Appropriateness is not required.*
- **Front Yard Fences.** *Front yard fences of up to 4 feet in height may be approved by Administrative Bypass.*
- **Side Yard Fences.** *Side yard fences of up to 4 feet in height may be a proved by Administrative Bypass.*
- **Rear Yard Fences.** *Rear yard fences of up to 6 feet in height may be approved by Administrative Bypass.*

4.3.2 Guidelines for Fences and Masonry Walls

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

.1 Preserve Original Materials. *Retain and preserve historic fences and walls that contribute to the overall historic character of a building.*

.2 Front Yard Fences. *Front yard fences taller than 4 feet are prohibited by the Norman Zoning Ordinance. Corner lots have two front yards; therefore, fences on either "front' that are taller than 4 feet are prohibited. Chainlink fences are not allowed on front yards.*

.3 Side Yard Fences. *Side yard fences taller than 4 feet require a Certificate Of Appropriateness. Side yard fences taller than 6 feet are prohibited.*

.4 Rear Yard Fences. *Rear yard fences taller than 6 feet require a Certificate Of Appropriateness. Rear yard fences taller than 8 feet are prohibited by the Norman Zoning Ordinance.*

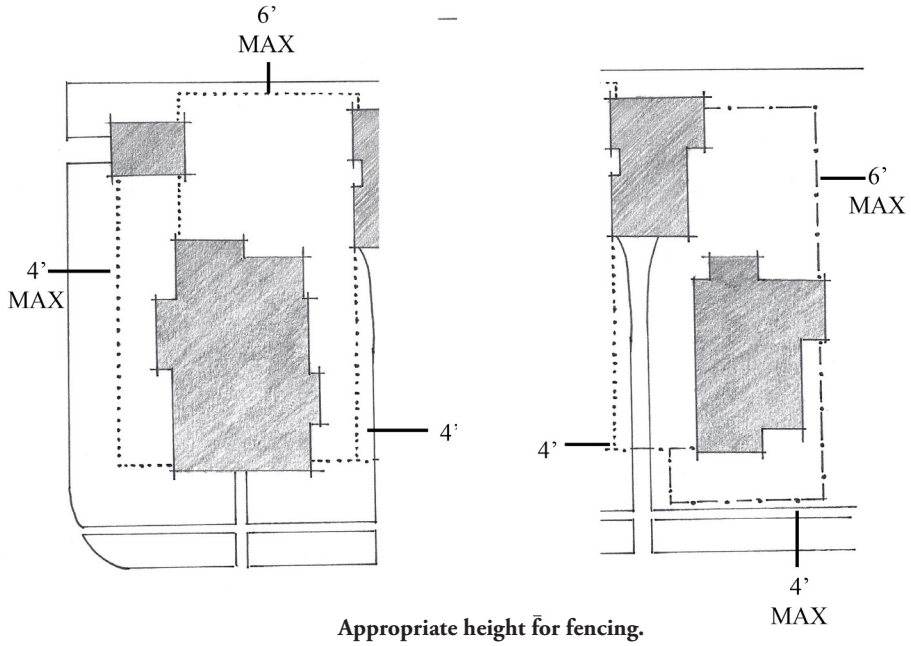
.5 Fences on Corner Properties Adjacent to Alleys. *Fences on corner properties with alley access shall be located very carefully to maximize sight lines and minimize conflicts between alley traffic, pedestrians, and on-street traffic.*

.6 Fence and Wall Materials. *Fences or walls shall be constructed of wood, brick, stone, iron, cast or forged metal, chain-link, stucco, or a combination of these materials. Stone or brick used in walls shall be compatible in size, scale, and style to that used elsewhere in the historic district. No vinyl, cinder block, concrete block, or corrugated metal, may be used for fences or walls in historic districts.*

.7 Other Materials. *Although compatible contemporary fence and wall designs constructed in traditional materials are appropriate in the districts, new fencing or wall systems constructed of incompatible contemporary materials such as vinyl and imitation stone or stucco are not appropriate for use in historic districts.*

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

.9 Fence Styles and Design. *Opaque fences that are less than 75% transparent should not block view of significant architectural features of the primary property.*



Appropriate height for fencing.

Original fixtures on a Spanish Revival structure

Understated overdoor light fixture and entry on a Classical Revival structure

Ornate original iron fixture on Tudor Revival structure

4.4 Lighting

History and Development

Early Norman streetlights ranged from elaborate designs, such as translucent globes mounted on cast-iron poles capped with decorative finials, to simple, bracketed globes mounted on utility poles. Manufacturers of the day described the light cast by these early fixtures as a "soft, yellow-toned glow." This is a marked contrast to the harsher bluish-tone light cast by today's mercury vapor streetlights. In response to increasing public demand for dark skies, lighting manufacturers have begun to offer high-pressure sodium vapor fixtures that produce a softer glow.

Policy

Installing new lighting fixtures on historic properties does not require a Certificate of Appropriateness (COA); however, appropriate lighting is an important consideration in maintaining the character of Norman's Historic Districts.

Things to Consider As You Plan

- Balancing issues of light pollution with needs for safety and security requires careful forethought and coordination regarding the quantity and location of exterior lighting. Considerations in lighting fixtures should include location, design, material, size, color, scale, and brightness.

Retain Original Fixtures or Appropriate Motifs. Retaining and maintaining original light fixtures is always preferable; however, if fixtures are missing or damaged, alternatives may be considered. Antique or reproduction lighting fixtures of a similar design and scale may be installed, or reproduction fixtures that reflect the design of the building may be selected. For example, it would be appropriate to select Mission motif lighting for a Craftsman bungalow. Selecting a fixture style in contrast to the building style is not recommended.

Choose simple, discreet styles. Inconspicuous contemporary fixtures that complement the style and the character of the building are recommended for historic buildings. Simple, discreet styles and materials are usually successful. If more illumination is desired than original fixtures provide, unobtrusively located recessed lights may solve lighting needs without competing with original design.

Choose appropriate locations for security lighting. Due to concerns for security and safety, additional lighting may be desirable on a particular site. Property owners should give careful consideration to where supplemental lighting is needed and in what quantity. Adequate lighting can often be introduced through fixtures on residential-scale posts, recessed lighting, footlights, or directional lighting mounted in unobtrusive locations. Such solutions are far more in keeping with the historic character of the districts than harsh floodlights and standard security lights mounted on tall utility poles. Sometimes even compatible fixtures may compromise a building or a site if they are improperly spaced or located.

4.5 Signage

Policy

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.

Signage must comply with the requirements established in Chapter 18 of the Code of Ordinances, also referred to as the Sign Ordinance

A Certificate of Appropriateness is required for any new sign of a permanent nature which is to be attached to, or erected on the site of, any structure located within a historic district. This includes, but is not limited to, signs and lettering painted onto elements of the structure or applied to awnings. A Certificate of Appropriateness will also be required for any existing sign which is to be moved, demolished, reconstructed, restored, or altered, except when such work satisfies all the requirements for "ordinary maintenance and repair."

Things to Consider As You Plan

- Applicants are encouraged to seek out photographs and illustrations of historic sign examples for guidance.
- In addition to reviewing sign design, the Historic District Commission will also evaluate the dimensions, materials, legibility, color, letter styles, overall effect, placement, and lighting of proposed signs.

Projecting sign on a commercial building in Miller Historic District.

4.5.1 Standards for Administrative Bypass

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

- *National Register commemorative plaques, if less than 2 sq. ft. and bronze.*

4.5.2 Guidelines for Signage

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

.1 City Ordinance. *Signage shall meet City Sign Ordinance for size, location, and materials.*

.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 historic character of principal structure and surrounding character of neighborhood.*

This small sign at the Jacobson House conveys information but is very inobtrusive.

This 1960's Ranch-style house probably replaced an older structure in the Miller District.

This1950's structure has been enhanced with traditional design details that make it more compatible with surrounding structures.

This Mid-Century Modern structure was built after the Chautauqua District's period of significance.

4.6 Non-Contributing Resources

History and Development

In many cases buildings are classified as non-contributing because they were built after the district's period of significance. For example, the Miller Historic District's period of significance is 1903-1949. That means that structures built after 1949 are too new to be contributing resources to the district. These structures may be fine examples of their own time, but they do not contribute to the defining character of the historic district.

Basic guidelines should be applied to architecturally important buildings that are outside of the period of significance.

Newer structures often have greater accommodations for cars, a different approach and orientation to the street which can begin to overwhelm or alter the pedestrian character of a historic district.

Policy

It is important that non-contributing structures not detract from the integrity and historic character of the district. Because non-contributing resources do occur, the preservation goal is to support a harmonious blend of the old and the new. Therefore, the rules and regulations of the historic district apply to all properties, both contributing and non-contributing.

Non-contributing resources should be controlled only to the extent necessary to make them compatible with the general atmosphere of the district with regard to exterior alterations, additions, site work, and signage.

Things to Consider As You Plan

- The term "contributing resource" refers to a historic building or site that retains its original architectural integrity or design. In the case of a structure, it refers to a building whose architectural style is typical of or integral to an historic district.
- A resource is described as "non-contributing" when it adds no historical significance to an individual property or district. This typically occurs when the building is outside the determined period of significance, or has been physically altered past the point where it retains any of its original integrity, e.g. major structural changes have occurred that diminish the building's historic appearance (porches removed or enclosed), windows have been replaced with inappropriate materials or styles, or vinyl or metal siding has been installed.
- Allow for and encourage reconstruction and restoration of missing/altered features which can change the designation of "non-contributing" to contributing resource.
- A building described as "non-contributing" due to previous alterations, may be re-evaluated if restored to the original design and detail.

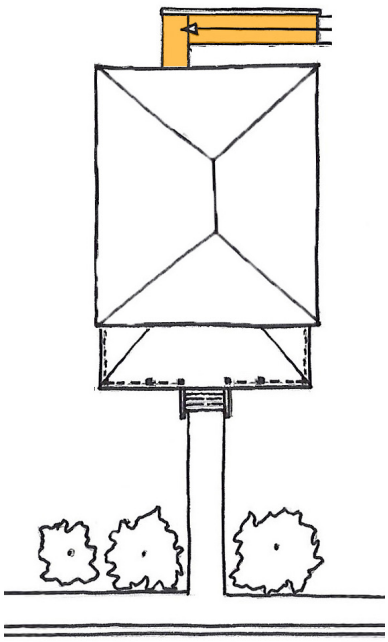
4.6.1 Guidelines for Non-Contributing Resources

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

.1 Preservation Guidelines. *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 and changes to the site, and paving. 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.*

.3 Non-Contributing Resources. *Newer buildings are products of their own time. Property owners should avoid making changes that attempt to create a false historical appearance.*



Ramps should be located to minimize the loss of historic features and overall preserve the historic character of the property.

4.7 Accessibility, Health, and Safety Considerations

A need for public access to, a change in use of, or a substantial rehabilitation of a historic building may necessitate compliance with current standards for life safety and accessibility. Both the *2006 International Building Code* (adopted by Norman in 2007) and the Federal *Americans with Disabilities Act of 1990* include some flexibility in compliance when a historic building is involved.

The *Americans with Disabilities Act of 1990* does not apply to private residences. Most ramps installed at private residences are generally not permanent structures. Most are constructed from wood and are meant to provide easier access for persons with disability for a finite period of time.

Policy
Temporary accessibility features are encouraged on the rear of the historic property.

Things to Consider As You Plan

- Weigh the historic integrity of the house and neighborhood with the value of the improvement and the quality of life.
- **Safety and Accessibility Aids.** Because of the characteristic raised foundation of many early Norman buildings, accessibility needs often require the introduction of a ramp or a lift to the first-floor level or the introduction of railings, handrails, or other safety features.
- Installing accessibility aides in ways that are sensitive to the historic character of the building sometimes requires creative design solutions. Whether the modifications are large or small, with respect to the long-term preservation of the historic building, temporary or reversible alternatives are preferable to permanent or irreversible ones. Consult the Historic Preservation Officer for guidance on how both needs can be served.
- Also see Section 3.2 Entrances and Porches for more information on the addition of handrails.

Modern Security Devices. Modern security devices such as motion detection systems tend to be more effective in deterring crime, more reliable and less expensive than the burglar bars. Motion detection systems are also far less visually obtrusive in historic structures.

4.7.1 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.

- **Ramps Eligible for Administrative Bypass.** *Wood and wood-like materials used for accessibility ramps may be approved by Administrative Bypass. Ramps shall be designed to have minimal structural and visual impact on the historic resource.*

- **Standards for bypass:**
  - *If temporary/emergency and not permanently attached to building on any side.*
  - *If portable.*
  - *Rear of the structure, not visible from the front right-of-way.*
- **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.*
- **Doorways.** *In an emergency situation, a rear entryway modification application is approved by bypass.*
- **Home Security Devices.** *Electronic detection systems may be installed.*
- **Mailboxes.** *Mailboxes and mail slots should be simple and as unobtrusive as possible. Mailboxes designed with the time period of the house are allowed.*

Ramps are essential for universal access. They can be installed sensitively as this one at the Mary Abbott House, 231 E. Symmes.

This ramp is successful because it incorporates design elements from the house and is well screened with landscaping.

4.7.2 Guidelines for Accessibility, Health, and Safety Considerations

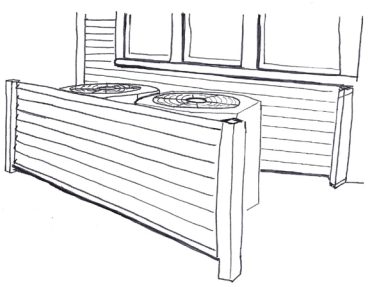
A full review by the Historic District Commission will take the following criteria into consideration to be issued a Certificate of Appropriateness (COA):

.1 Access Ramp. *If an access ramp needs to be installed due to a change in mobility, it should be located on the rear to minimize the loss of historic features and should preserve the overall historic character of the property. Accessibility aids should be temporary structures that are removable. Permanent ramps and aids will be considered when no other options exist and will be evaluated on a case by case review.*

.2 Lifts Require Approval. *Accessibility aids such as ramps or lifts that require concrete, brick or other more permanent foundations require review by the Historic District Commission.*

.3 Modify Doorways Carefully. *A front doorway is a critical design element in a historic structure and is not appropriate to modify. Rear doorways can be modified when there is no other option. The installation of offset hinges can provide additional width to an opening without physical change to the opening by allowing the door to swing out.*

4.8 Mechanical, Electrical, and Communication Equipment



HVAC units with fence screen

Energy conservation, replacement or upgrading of inadequate utility service and the introduction or upgrading of mechanical systems are typical concerns of property owners today. In historic districts, it is important to ensure that these very real concerns are addressed in ways that do not damage or diminish the historic character of the building, site, or district.

Satellite Dishes. Satellite dishes, if anchored to the ground by means of a pole, base, or slab are considered structures and may require a Certificate of Appropriateness.

New Mechanical or Communication Systems. Systems that include outside units or equipment such as condensers, ventilators, solar collectors, satellite dishes, and large antennas, should be located and installed so that they do not damage or diminish the historic character of the building, site, or district. An inconspicuously located outdoor unit can often be further screened by plantings or fences.

HVAC unit with planted screen

Utility Lines. Although utility lines and poles have long been present in the districts, attention should also be given to consolidating old and new utility and communication lines where possible to avoid overpowering the landscape with additional overhead wires. If a new or upgraded power supply will necessitate an additional pole and overhead wires, the use of underground cables may be preferable to prevent visual intrusion.

Ordinary Maintenance

- Installation of mechanical or electronic equipment such as HVAC systems provided that the location does not obstruct or otherwise detract from the view of the front façade. In the instance of corner lots, both street-facing façades shall be considered as front façades.

Recommendations

Avoid installing satellite dishes and large antennas on locations visible from the street.

- **Line of Sight.** Mechanical equipment shall not be within line of sight.
- **Rooftop Equipment.** Place rooftop mechanical equipment out of pedestrian sight lines.
- **Ground Mounted Equipment.** Place ground mounted mechanical equipment behind the line of the front façade and screen with planted material or fence screen.
- **New Window A/C Units.** New window air-conditioning units may be used but should not be placed in front or side façades.
- **Existing Window A/C Units.** Existing window units should be replaced in-kind and may remain in its original location. Avoid the installation of air conditioning and electrical equipment on the prominent face of the house; only install equipment in such a way that it does not damage the historic building fabric.

4.9 Utilities and Energy Retrofit

History and Development

In Norman Historic Districts, many energy-conserving site and building features illustrate the sensibility of an earlier era to issues of climate and energy efficiency. Thoughtfully located shade trees buffer residences and sidewalks from the hot summer sun. Projecting porches provide shaded outdoor space and lessen the impact of harsh sunlight on the building's interior. Operable windows and awnings allow occupants to control the introduction of sunlight and breezes within the building. An understanding of how such historic features enhance energy efficiency is critical to maximizing the energy efficiency of historic buildings.

Window awnings may serve as an energy saver by regulating the amount of sunlight entering the structure.

Policy

Energy conservation, replacement or upgrading of inadequate utility service, and the upgrading of mechanical systems are ever-growing concerns to owners of historic properties. In historic districts, it is important to ensure that these very real concerns are addressed in ways that do not damage or diminish the historic character of the building, the site, or the district.

Things to Consider As You Plan

In considering energy retrofit options, property owners should be sure that the inherent energy-conserving features of the building are being used and maintained. Consider replacing lost shade trees and introducing additional strategically located shade trees. Besides trees, typical retrofit measures include installation of storm windows, storm doors, additional weather-stripping, insulation, and installation of more energy-efficient mechanical systems. All retrofit measures must be reviewed with their impact on the historic character of the building and the district in mind.

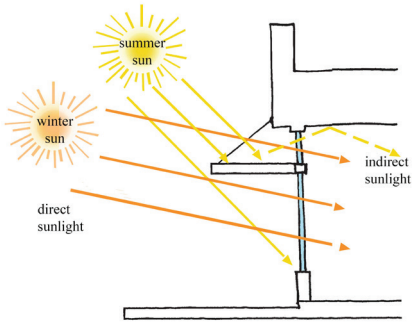
Storm Windows. Following any necessary repair of windows to ensure their weathertightness, storm windows can provide additional efficiency. If a property owner chooses interior storm windows, they should be tension-mounted with airtight gaskets. On both exterior and interior storm windows, the ventilating holes must be kept open to prevent condensation from damaging the window or the sill. For more information on selecting new screen and storm doors see Sections 3.5 and 3.6 for Windows and Doors.

Window Awnings. Historically, fabric window awnings were conservation features that also provided opportunities to introduce color.

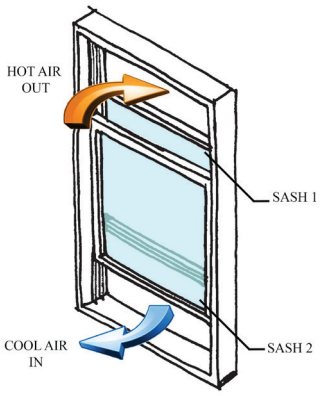
Alternative Energy. Alternative energy, such as solar and wind, can be a benefit to the energy use of a building but only if the energy efficiency maintenance of the building has been addressed appropriately.

A Well-Maintained Building Is A Sustainable Building

Weatherization and Insulation. Having a comfortable living environment and saving energy are important components to sustainability. The goal with weatherization is to keep the outside out and the inside in. The Secretary of the Interior has guidelines specifically for addressing sustainability in historic buildings.



Canopy works as a light shelf allowing indirect light through the transom.



Double-hung windows allow for natural ventilation and better control of airflow.

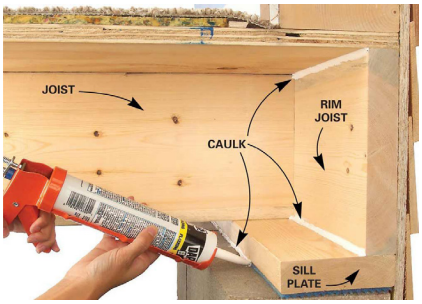
Recommendations

1. The first step in weatherization is to address air infiltration. Begin with the least invasive and most cost-effective weatherization measures, such as caulking around openings and weather stripping of doors and windows.
2. The second step, if necessary, is to install a breathable insulation in the exterior cavities such as attic, underfloor, and exterior wall if accessible. At no time should historic siding be removed to install insulation.
3. Appropriate insulation materials might be fiberglass batt, rockwool or mineral wool. Loose fill blown-in insulation such as cellulose or fiberglass are acceptable. Installation of insulation in under floor and attic space should always be adequately ventilated.
4. The Secretary of the Interior's Guidelines for Sustainability do not recommend "Using wet-spray or other spray-in insulation that is not reversible or may damage historic materials." Removing spray foam in the future is difficult and can cause damage to the building.
5. Inappropriate insulation that does not allow the original building to breathe can trap moisture and mask water leaks. This can cause wood to rot and the building frame to deteriorate.
6. Radiant barrier, in the form of "paint" or film can be installed on the underside of the roof in unfinished attic space. The radiant barrier can reduce the heat buildup in the attic which makes the living space below more comfortable and reduces energy bills.
7. Underfloor insulation can be installed between floor joists if the building is elevated off the ground and will improve physical comfort without trapping moisture. Underfloor crawl space should always maintain cross ventilation.

Ordinary Maintenance for Energy Efficiency

- Identify ways to reduce energy consumption and enhance comfort without destroying original features. Start with small steps that can make a big difference. Caulk and weather stripping can enhance the performance of a well-maintained historic window. A replacement window often must be replaced again in a few years because the window fails and fogs.
- A well-maintained wood window can be more energy efficient than an inexpensive replacement. Aluminum is a conductor of heat and cold while wood is an insulator.

- Installing replacement windows that reduce the size of the original opening changes the character of the building, reduces the natural light and the potential ventilation.
- Light colored Low-E energy efficient film can be applied to the interior of windows to reduce solar heat gain without dramatically changing the appearance of the window.
- Interior or exterior storm windows can be installed to improve energy efficiency. Care should be taken to choose a compatible storm window that matches the original design.



Caulking around openings is the least invasive and most cost-effective weatherization measure.

4.9.1 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.

- **Storm Windows.** *The installation of storm windows does not require a Certificate of Appropriateness; however, if metal storm windows are installed over wood windows, avoid unfinished or clear anodized aluminum finishes. Exterior storm windows should be painted to blend with surrounding elements (typically the window frame and sashes) and match existing trim color and window styles.*
- **Solar Panels.** *Solar panels can be installed where they do not detract from the building such as on the "back" side of the house, or on the roof where they are not visible from the street or public view.*
- **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.*
- **Skylights.** *If flat in profile and positioned away from public view, skylights can be installed in older houses.*

Fiberglass batt is an appropriate insulation material.

Mineral wool is also an appropriate insulation material.

Spray insulation is not recommended since it can trap moisture and mask water leaks, causing wood to rot.

Not recommended - solar roof panels have been installed at the rear, but because the house is situated on a corner, they are highly visible and negatively impact the character of the historic property. (Source: NPS)

Solar panels, which also serve as awnings, were installed in secondary locations on the side and rear of this historic post office and cannot be seen from the front of the building. (Source: NPS)

Free-standing solar panels have been installed where they are visible but appropriately located at the rear of the property and compatible with the character of the building. (Source: NPS)

Solar panels were installed appropriately on the rear portion of the roof on this historic house that are not visible from the primary elevation. (Source: NPS)

4.9.2 Guidelines for Utilities and Energy Retrofit

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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 weatherstripping and caulking, and by introducing energy-efficient features such as awnings, operable shutters, and storm windows and doors, where appropriate.*
3. **Skylights.** *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 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.*
7. **Low Pitch Roofs.** *Low pitch roofs and low-profile panels may be installed on non-street-facing roof planes. Avoid roof racks that elevate the panels or are at a different pitch than the roof. Solar shingles may be installed on sloped roof-surfaces and are less intrusive than panels. However, removal of historic material should be avoided.*
8. **Flat Roofs.** *Flat roof structures should have solar panel installations set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from public right-of-way.*

4.10 Recommendations for Color

A Certificate of Appropriateness (COA) is not required for painting properties in Norman historic districts. However, color is an important element of neighborhood appearance.

Natural colors work in harmony with the color of the house.

History and Development

During the first quarter of the century, when the Chautauqua and Miller neighborhoods were being constructed, many bungalows and Colonial Revival style residences were painted white. Popular colors for other styles included muted earth tones or grays, with black sometimes used as a trim color.

A well-executed exterior color scheme can dramatically alter the appearance of a building. Likewise, the application of garish colors on a building can overpower its architectural character and compromise its integrity. Although an exterior paint job is not an irreversible change to a building, it is a highly visible and relatively expensive one, so a careful study of the style of the building, the surrounding streetscape, and the region's climatic conditions makes sense.

Brick has an inherent natural color and should not be painted or sealed.

Things to Consider As You Plan

The following suggestions should provide guidance in painting historic structures:

- Consider building style. When selecting paint colors for historic properties, consider the style of the residence. Note mortar color in any masonry such as foundations or porch piers and select a color scheme that is compatible with the mortar color.
- Avoid painting unpainted masonry. Unpainted brick and masonry should not be painted. If masonry is already painted, keep paint in good repair to protect masonry underneath.
- Match new masonry with existing. If new brick or stone is used on an addition or for repair, it should be identical or similar in color, style, shape, and texture to the original material.
- Match mortar color. When mortar is applied to new additions or used for repair or repointing, match the old mortar in color, composition, and texture.

Compatible colors create harmony in the façade.

Maintain Your Investment. Routine cleaning of painted surfaces is an important maintenance step. Often, washing of a previously painted exterior with a garden hose will reveal that the paint film is intact under the surface dirt or mildew. However, power washing can damage intact paint layers and force water into the wall itself.

The success and longevity of any paint job depends primarily on the quality of the surface preparation and the paint. Proper preparation includes removing all loose or peeling paint down to the first sound paint layer.

Stripping intact layers of paint is unnecessary and undesirable from both a historical and a practical standpoint. Often, only hand-scraping and hand-sanding are necessary for removing loose paint.

Color schemes should tie a building together and create harmony in the façade.

Color can be used to highlight details.

Consider the architectural style before choosing a paint color. What is appropriate for this house, might not be appropriate for a Tudor style.

Avoid Destructive Methods. Destructive paint-removal methods such as sandblasting, waterblasting, or using propane or butane torches, can be very destructive to historic buildings because they irreversibly damage historic woodwork, soft metals, and masonry, and they are potential fire hazards. However, if paint is severely deteriorated and gentler methods are not successful, thermal devices such as electric hot-air guns may be used with care on decorative wooden features, and electric heat plates may be used with care on flat wooden surfaces. Similarly, chemical paint strippers may be used to augment gentler methods, but the surface must then be neutralized to allow the new paint film to bond.

Mildew can ruin a new paint job. Eradicate it before repainting by using either a commercial preparation containing 5 percent calcium hypochlorite or a homemade solution consisting of 3 quarts of warm water, 1 quart of chlorine bleach, 2/3 cup of borax, and 1/2 cup of household detergent. Either solution should be applied with care using a soft scrub brush, and thoroughly rinsed off. Keep the solution off your skin.

Once wooden surfaces have been cleaned, scraped, and sanded, any exposed surfaces should be primed with a high-quality exterior primer, and all open joints should be recaulked (not including the horizontal lap seam of clapboard siding) before repainting with a compatible paint. Although the color is more uniform and less translucent than the early, less homogeneous oil paints, today's high-quality latex and acrylic semi-gloss paints provide a similar appearance. Preparation for painting stucco and previously painted brick or stone is similar to that for painting wooden surfaces.

Accent Details With Color. Generally, the body of the building is a natural material or is subdued to serve as the base or background for lighter, brighter trim colors which can highlight the details. Color can be used to accent the details of buildings or highlight the entry by painting the doors a different color.

Original Color Scheme. To find the original color scheme of a building, gently scrape away layers of paint to reveal the paint history. When matching paint samples, it should be noted that the original probably faded in the sun, so research areas that might have been protected to find a color truer to the original.

For a compatible color scheme, research the colors that were available at the time your building was built. Most paint manufacturers can provide that information.

Paint colors vary according to the style and period of the building. Stylebooks are available from most paint manufacturers and offer color schemes commonly used and appropriate for the building. For example, color schemes for a Folk Victorian are not appropriate for a Craftsman style house.

Color schemes should tie a building together and create harmony in the façade.

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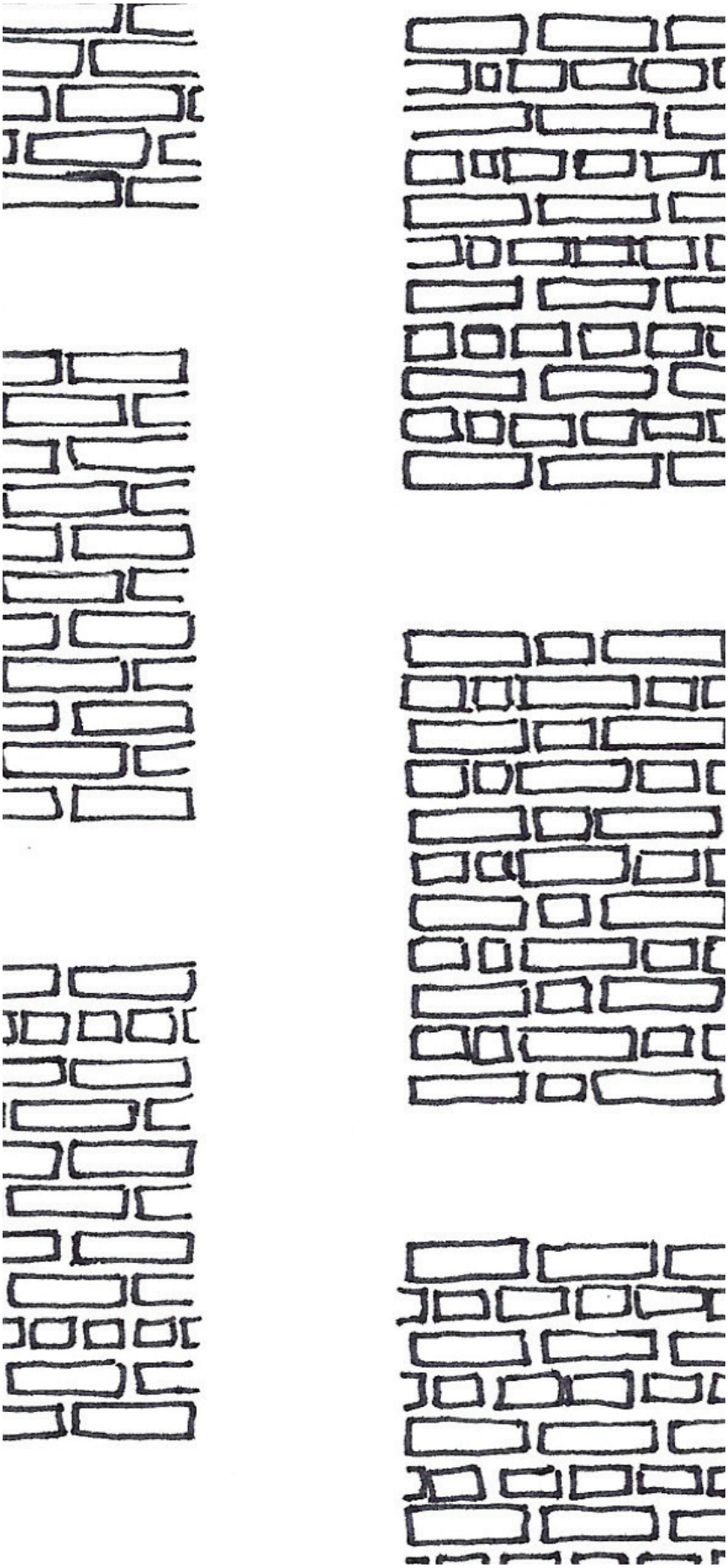


SECTION 5

BUILDING MATERIALS

Wood brackets, sometimes known as knee braces, are common decorative support elements on bungalows.

Brackets are sometimes used to support bay windows on bungalow structures.

A shed roof supported by brackets provides shade, decorative detail, and support on a Craftsman structure.

Gable returns highlighted by a multi-color paint scheme are very attractive details on a front gable, gambrel roof structure.

5.1 Wood Features

History and Development

Wood was the most commonly used building material in early Norman neighborhoods. The structural system of most homes is a wood framework referred to as balloon framing; this was a Victorian-era building innovation that set up all exterior load-bearing walls and partitions with single vertical studs and nailed the floor joists to those studs. Clapboard, flush siding, board and batten, or textured siding (consisting of patterned wooden shingles) was then applied to the exterior.

Depending on the styles of the era and the taste and financial resources of the owner, decorative details were added. For example, decorative wooden moldings, brackets, pediments, balustrades, and columns embellished early Norman buildings. Porches, fences, and storefronts often were constructed of wood as well.

Policy

Character defining wooden features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as You Plan

- A regular inspection and maintenance program involving caulking and sealing, carpentry, cleaning, and painting will help to keep problems with wooden features and surfaces manageable.
- Flexible sealants and caulking protect wooden joinery from moisture penetration as the wood shrinks and swells. A sound paint film protects wooden surfaces from deterioration due to ultraviolet light and moisture.
- If a wooden feature or surface remains damp for extended periods of time, the possibility of mildew, fungal rot, or insect infestation increases dramatically.

Maintenance

The following are suggestions for maintaining historic wood surfaces and features:

- Inspect regularly for signs of moisture damage, mildew, and fungal or insect infestation.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces and collecting on decorative elements.
- Keep wooden joints properly sealed or caulked to prevent moisture infiltration.
- Treat traditionally unpainted, exposed wooden features with chemical preservatives to prevent or slow their decay and deterioration.
- Retain protective surface coatings, such as paint, to prevent damage from ultraviolet light and moisture.
- Clean painted surfaces regularly by the gentlest means possible and repaint them only when the paint film is damaged or deteriorated.

- Repair historic wooden features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.

Use Gentle Cleaning Methods. Clean wooden features and surfaces using gentle methods such as low-pressure washing with detergents and natural bristle brushes. Destructive methods such as sandblasting, power washing, or propane or butane torches are very damaging to old wood, and torches are potential fire hazards. Thermal devices such as electric hot-air guns may be used with care on decorative wooden features, and electric heat plates on flat wooden surfaces. Similarly, chemical paint strippers may be used to augment gentler methods, but the surface must then be neutralized to allow the new paint film to bond.

Attic ventilation is accomplished through the use of decorative wooden louvers in a roof gable.

Use Preservatives. The application of wood preservatives or the use of pressure-treated lumber (wood chemically treated with preservatives during manufacture) can also extend the life of wooden elements and surfaces. However, some pressure-treated wood must be allowed to weather for six to twelve months before it is primed and painted.

Avoid Stripping. On exterior surfaces do not strip historically painted surfaces down to bare wood and apply clear stains or finishes to create a natural wood appearance.

A Word of Caution. Beware that historic structures are likely to have lead paint on painted surfaces both inside and out. For your own protection and the protection of the environment, consult the following website for safe removal practices.

- *https://www.hud.gov/program_offices/healthy_homes/lbp/hudguidelines*

The corner of this Prairie-style porch has a wealth of wood details: molded columns, exposed rafter tails, and massive cross beams.

Selective Replacement. Repair or replacement of deteriorated wooden elements or surfaces may involve selective replacement of portions in-kind through splicing or piecing, or it may involve the application of an epoxy wood consolidant to stabilize the deteriorated portion in place. Specifying decay-resistant wood species for replacement of deteriorated wooden elements and surfaces may prevent future deterioration.

Avoid the Synthetic Siding Trap. Resurfacing a wooden building with synthetic siding materials, such as aluminum, vinyl, asbestos, and asphalt, is usually a short-sighted solution to a maintenance problem. In fact, these synthetic materials may hide signs of damage or deterioration, preventing early detection and repair. At their best, synthetic sidings conceal the historic fabric of a building. At their worst, synthetic sidings remove or destroy with nail holes the materials and the craftsmanship that reflect Norman's cultural heritage. Synthetic sidings also allow for new rot to go undetected. Because the application of synthetic sidings does grave damage to the character of most historic buildings, it is not appropriate in the historic districts.

Knee braces support this shed roof over several pairs of windows.

5.1.1 Guidelines for Wood

Wood dormers and full-height porch columns highlight this Neoclassical-style structure, originally a sorority house.

A gablet supported by wood braces provides a decorative covered entrance on this National-style structure in the Miller District.

Decorative collar beams spanning a porch gable are characteristic of high Craftsman style.

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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, corner boards and architectural trim.*

.2 Replace Only Deteriorated Elements. *Replace only the deteriorated detail or element in-kind rather than the entire feature if replacement of a deteriorated detail or element of a wooden feature is necessary. Match the original detail or element in design, dimension, texture, and material. Consider compatible substitute materials only if using the original material is not technically feasible.*

.3 Replace Missing Features. *Replace missing wooden features based on accurate documentation of the missing original or a new design compatible in scale, size, material, and texture, with the style, period, and design of the historic building and the district as a whole. Consider compatible substitute materials only if using the original material is not technically feasible.*

.4 Avoid False Historical Appearances. *Features or details 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 or not original to this historic structure.*

.5 Rotten Wood. *Replace rotted wood that is in contact with the ground with a chemically treated wood to prolong the life of the feature. This can be done on skirting and steps. Treated wood can be used to rebuild lattice skirting by cutting strips from standard treated 2 x 4 material.*

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

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

.8 Treated Wood. *All treated wood should be thoroughly dried prior to installation*

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

.10 Defining Features. *Corner boards and window trim are character defining features on houses with wood siding; they are frequently removed when alternative siding is installed.*

5.2 Masonry Features

This Colonial Revival-style masonry structure has a wood porch with a roof line balustrade.

History and Development

Brick foundations are quite common in the districts; stone foundations are far less typical. Clay tile roofs and a number of slate roofs distinguish a few early Norman buildings. Although clapboard siding is most typical in residential districts, some brick and stone are also found there.

A variety of historic masonry materials such as brick, terra-cotta, limestone, stucco, slate, concrete, cement block, and clay tile are employed for a range of distinct features including sidewalks, driveways, steps, walls, roofs, foundations, parapets, and cornices.

Policy

Site features as well as building elements, surfaces, and details executed in masonry materials contribute a great deal of texture to Norman's Historic Districts and should be preserved.

This porch has brick columns with a decoratively curved masonry return wall.

Things to Consider As You Plan

- Masonry surfaces require minimal maintenance and are known for their durability. They develop a patina over time and should be cleaned only when heavy soiling or stains occur. Gentle cleaning using a low-pressure water wash with detergent and the scrubbing action of a natural bristle brush will usually accomplish the task.

Maintenance

The following are suggestions for maintaining historic masonry:

These brick columns on a Craftsman structure also include cast concrete capitals and details.

- Inspect surfaces and features regularly for signs of moisture damage, vegetation, structural cracks or settlement, deteriorated mortar, and loose or missing masonry units.
- Provide adequate drainage to prevent water from standing on flat, horizontal surfaces, collecting on decorative elements or along foundations and piers, and rising through capillary action.
- Use appropriate repair methods. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, or patching damaged or deteriorated masonry. It is not appropriate to apply a waterproof coating to exposed masonry rather than repair it. The use of clear silicone coatings on masonry surfaces may be appropriate when dealing with water infiltration issues.
- Use only gentle cleaning methods. Clean masonry only when necessary to remove heavy soiling or prevent deterioration. Use the gentlest means possible. Repaint painted masonry surfaces when needed. Test any cleaning technique, including chemical solutions, on an inconspicuous sample area well in advance of the proposed cleaning to evaluate its effects. Sandblasting, high-pressure waterblasting, and power washing are very destructive to historic masonry surfaces and should be avoided.

Stone porch columns are fairly unusual in Norman's Craftsman structures.

This bungalow has a full-width porch with stone cladding and an unusual elliptical opening.

Stucco and half-timbering convey a cottage like atmosphere on this Tudor Revival structure.

This Colonial Revival structure includes a pedimented front porch and rhythmic dormers.

Details such as stucco-clad half columns and planters adorn the Jacobson House.

Do Not Paint Masonry Surfaces. The painting of unpainted masonry surfaces is not considered appropriate because it conceals the inherent color and texture and initiates a continuing cycle of paint maintenance. However, the repainting of previously painted masonry is encouraged over attempts to remove the paint films chemically or abrasively.

Repointing. Choose mortar for repointing very carefully — Portland cement is not mortar! In a proper repointing, the new mortar will match the visual and physical properties of the original mortar, including its strength. Mortar high in Portland cement content exceeds the strength of historic brickwork and will deteriorate it. The new mortar joint should match the original in width and profile. Moisture damage may also cause a stucco coating to separate from its masonry backing. To repair it, remove any loose or deteriorated stucco and patch the area with new stucco to match the original in composition, texture, color, and strength. Moisture penetration, with subsequent damage to a masonry wall, is often the result of open or deteriorated mortar joints. The wall can be repaired through skillful repointing of the joints with new mortar. Before repointing, any loose or deteriorated mortar must be removed with hand tools, taking care not to chip or damage the surrounding masonry.

Selective Replacement. If masonry units themselves are damaged or missing, replacement units should match the original as closely as possible in design, material, dimension, color, texture, and detail. Beyond the individual units, any bond pattern or detailing of the original feature should be duplicated. Given the selection of brick and stone units available today, replacement in kind is generally not an issue. Consequently, substitution of materials or masonry systems such as concrete units for brick or EIFS for traditional stucco is not appropriate for use in historic structures.

5.2.1 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.

- **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 may be considered for removal on a case by case basis per Administrative Bypass.*

5.2.3 Guidelines for Masonry Features

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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.*

.2 Preserve Original Materials and Details. *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.*

.4 Replace Surfaces Only as Necessary. *Replace large masonry surfaces in-kind only as necessary, matching the original in design, detail, dimension, color, pattern, texture, and material.*

.5 Replace Missing Features. *Replace missing masonry 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.*

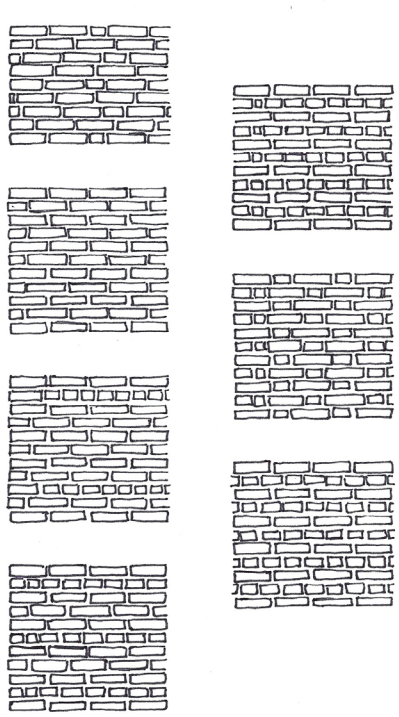
.6 Preserve Unpainted Surfaces. *Painting unpainted masonry surfaces is prohibited.*

.7 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 brick.*

.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 Portland Cement. *At no time shall portland cement be used as the mortar for historic masonry.*

COMMON MASONRY BOND PATTERNS:



Bond pattern refers to the design formed by masonry units and mortar joints, and is a character defining feature to be retained.

This Colonial Revival house is decorated by a brick arch and keystone over the front entry.

5.3 Brick

Colonial Revival style houses are typically constructed of brick.

The Norman Public Library has a brick façade with carved stone ornaments.

When cleaning brick, use the gentlest means possible.

Brick siding is also common in Tudor Revival style construction.

Policy

Character defining brick features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Brick walls are constructed by stacking single pieces together to create a pattern. Most wall patterns have a defined horizontal line.
- Several more contemporary houses have a brick veneer siding material over them.
- Brick is also used to create decorative features that should be preserved. These features are usually found around openings on a building, at the top of buildings to create a cornice, or as a detail to add to the horizontal organizations of the building block.
- Brick is typically used for chimney construction and, occasionally, for the construction of foundations.
- Chimney tops are usually constructed with decorative brick detailing or corbel. The mortar in this portion of the chimney is frequently loose or missing due to weather.
- Rough-faced concrete block, which resembles the look of stone, is used as a residential building material for skirt and wall construction.

5.3.1 Guidelines for Brick

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

.1 **Retain Original Material.** *Retain and maintain the original brick or block material. 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 **Mortar.** *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.*

.3 **Detailing.** *It is important to preserve brick detailing because it adds to the character of the building.*

.4 **Chimneys.** *Avoid removing chimneys, rather repair and maintain them.*

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

.6 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.*

.7 Chemicals. *Any chemical cleaner must be tested in small areas of limited visibility to ensure compatibility and effectiveness on the brick.*

.8 Cement. *Modern masonry mortar has cement as a main ingredient, which is too hard for historic brick. A high cement content will trap moisture in the brick and cause it to deteriorate.*

.9 Paint. *Brick is a clay material that "breathes"; it does not require paint like its metal or wood counterparts. Some coatings can trap moisture in historic brick causing damage to mortar and interior finishes. Changing the appearance and scale of a brick building by painting it is prohibited.*

It is important to preserve brick detailing since it adds to the character of the building.

The repainting of previously painted masonry is encouraged over attempts to remove the paint films chemically or abrasively.

Avoid removing chimneys, rather repair and maintain them.

5.4 Stone


Front façade with stone rubble.


Cut stone siding.


Contemporary house with stone skirting.

Policy

Character defining stone features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Stone is used in the construction of commercial buildings, residential houses, foundations, retaining walls / fences, and details.
- Field stone or stone rubble refers to stone that varies in size and has an undefined shape. The uneven face of stone rubble and uneven size of the pieces provide a unique visual appearance.
- Cut stone is a precisely shaped stone, usually with a smooth face. It is frequently used as a decorative element on buildings or as a way to accent an opening. Cut stone can also have a great amount of detail, such as on columns and capitals.
- The stone walls are put together with soft lime mortar in the same way brick walls are. The mortar should not be harder than the stone.
- Stone can be cleaned with a mild solution of soap and water. Sand-blasting and high-pressure washing can cause irreparable damage to stone and are not permissible.
- Another use for stone in Norman can be found in walkways and planter beds.


Cut stone piers and columns.


Cut stone siding on Ranch Style house.

5.4.1 Guidelines for Stone

A full review by the Historic District Commission will take the following criteria 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. *Portland cement, or masons mortar, is too hard and will cause the stone to deteriorate and crumble.*

.4 Foundation. *It is not recommended that stone be added to the foundation or face of a house.*

.5 Drainage. *Retain stone walls and drainage beds.*

.6 Site Design. *Use stone as a site design material for features such as walks, walls, and planter beds.*

.7 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.*

5.5 CMU

Policy
Character defining CMU features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.


Painted concrete block should remain painted.

Things to Consider as you Plan

- Concrete masonry units (CMU), "concrete block" or "cinder block," are both a historic building material and a modern one. It is a masonry material such as brick and stone but of a larger size and material content. The standard size is 8x8x16. It is assembled with the use of mortar.
- Historic concrete block has a rusticated face and was made to imitate stone. It appears as the primary building material on several houses in the historic district and on foundation walls.
- "Smooth" faced concrete block is a common material for commercial buildings as well as modern residential buildings. Modern concrete block is a porous material and is often painted or plastered with a smooth surface.
- Concrete block is often used in landscape construction for walls and columns.

5.5.1 Guidelines for CMU

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

.1 Retain Original Materials. *Recognize 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 concrete block in landscape features. This may include repairing or reconstructing foundations.*

Stucco siding on a Spanish Revival house with Craftsman style influence.

Asbestos shingle siding.

Stucco siding is commonly used on Tudor Revival style houses.

Stucco siding on Tudor Revival house.

Asbestos shingle siding.

5.6 Synthetic Materials / Stucco

Policy

Character defining features and surfaces of stucco or synthetic materials on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Stucco is not commonly used on houses in historic neighborhoods in Norman. Only a few examples appear to be part of the original style, although stucco has been applied on a few wood-frame and wood-sided houses.
- Stucco should not be used to cover historic building materials due to the damage its application causes to the underlying building material; however, it may be used in new construction.
- As is true in most American cities, synthetic siding materials have been installed over original building materials such as wood siding.
- Asbestos siding, in the shape of shingles, is the oldest synthetic siding material used in residential construction.
- Asbestos shingles are not detrimental to the siding underneath because they breathe and do not trap moisture.
- Aluminum or steel siding followed asbestos as a modern material. Vinyl siding is a common material sold today to cover older wood homes and it can trap moisture when installed over existing wood siding.
- Vinyl and cement fiberboard (Hardieplank) sidings are commonly used in new construction where the substrate is designed differently than traditional construction. Both can trap moisture and cause deterioration.

5.6.1 Guidelines for Synthetic Materials / Stucco

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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 usually a cementious 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. *Such details as corner boards, windows and door surrounds, gable vents and rafter ends are often changed or eliminated when the installation of synthetic materials occur.*

.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 smoothly sanded with no obvious grain.*

5.7 Metal

Metal roof replacement on Bungalow.

Metal roof on front porch.

Ornamental iron columns

Policy

Character defining metal features and surfaces on a building should be preserved and repaired in a manner that enhances their inherent qualities and maintains as much as possible of their original character.

Things to Consider as you Plan

- Pressed metal is often thought of as an interior ceiling material but was used for cornices and other details on some of the buildings of Norman. Pressed-metal cornices are constructed over a wooden framework. Deteriorated wood should be replaced to provide adequate support for metal cornices. Damage and deteriorated pressed-metal panels can be fabricated and replaced if necessary.
- Aluminum is more contemporary and was used on buildings dating from the 1930s.
- Miscellaneous steel components can also be found on porch columns and porch structures, railings, turnbuckle supports at canopies, downspouts, etc.
- Metal roofs are commonly installed on odd shapes or projections from the wall of the main house. This is the most common application of standing seam metal.
- Corrugated metal roofing is commonly found on outbuildings such as garages and barns. Other sheet metal roofing materials found are "V" crimp and pre-finished metal with a deep profile.
- Ornamental iron columns have been installed to replace wooden columns on some houses and was a "fashion trend" throughout the United States.

5.7.1 Guidelines for Metal

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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 decorative roof details when replacing the primary roofing material.*

.5 Roofing. *Installing an inappropriately scaled metal roofing material on a house that did not have a metal roof originally is not appropriate. Many of the current metal roofs have an industrial appearance and should be avoided.*

.6 Decorative Iron. *Avoid installing decorative iron work over windows that did not include them in the original design.*

.7 Pressed Metal. *Avoid installing a pressed metal skirt where one did not previously exist.*

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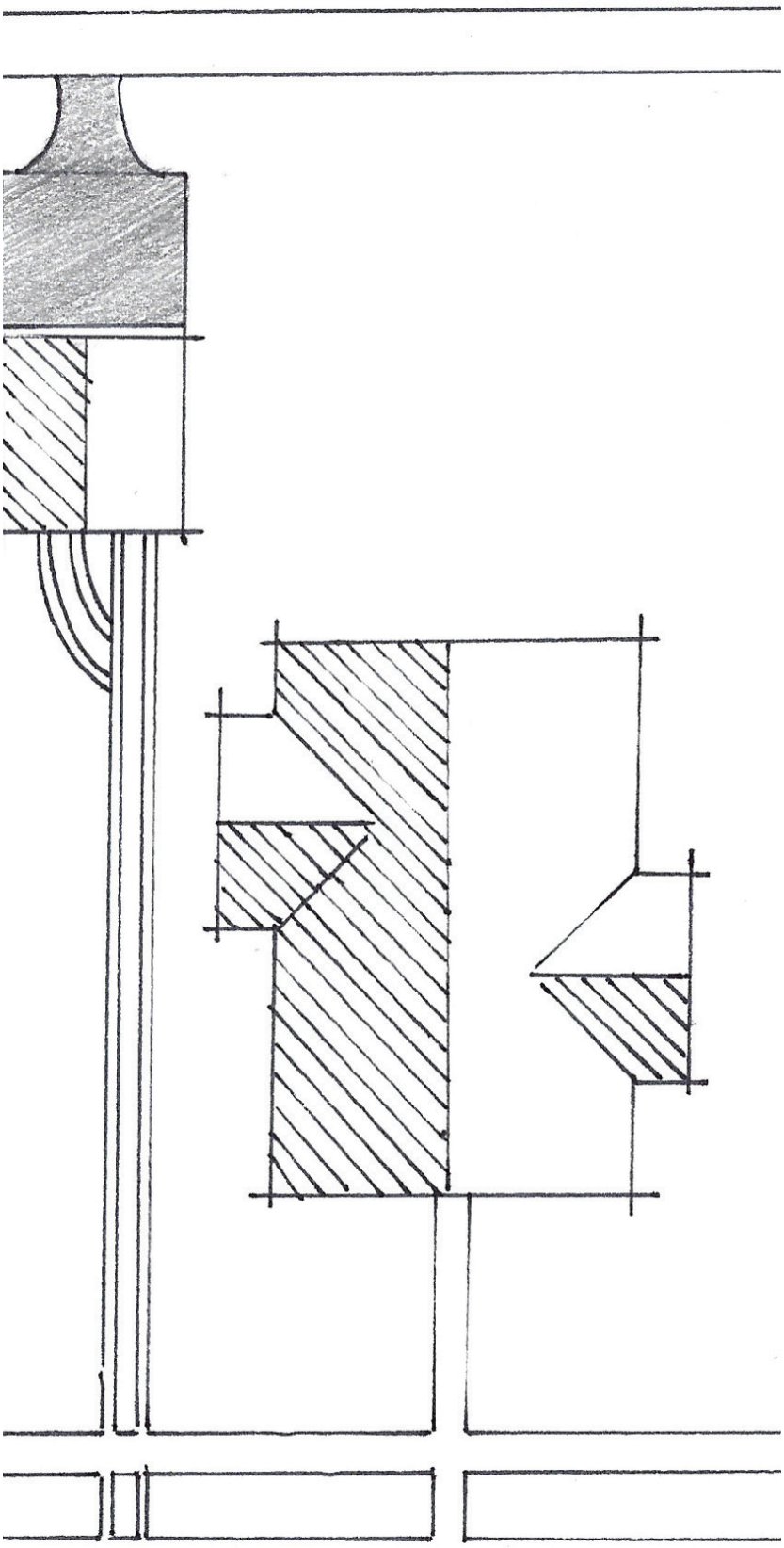
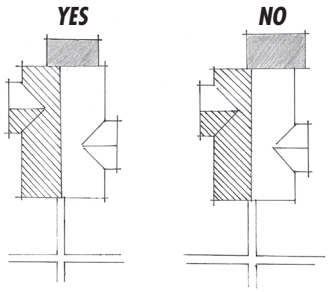


SECTION 6

ADDITIONS & NEW CONSTRUCTION

6.1 Additions to Historic Buildings



Additions made to the rear of historic structures generally have the least impact on the overall appearance of the house.

Additions shall be defined as construction which 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.

Over the life of a house, its form may evolve as additional space is needed or new family needs are accommodated. Many houses in Norman's historic districts reflect their history through the series of alterations and additions that they exhibit. Such changes become significant to the history of the building and the district.

Policy

Additions within the historic districts are appropriate as long as they do not destroy historic features, materials, and spatial relationships that are significant to the original building and site. Further, new additions should be differentiated from the original structure and constructed so that they could conceivably be removed in the future without damage to the original structure.

Things to Consider As You Plan

- When undertaking historic rehabilitation of houses that include non-contributing additions, owners should consider making the addition more compatible with the historic portion of the house. While modern additions should always remain distinct — in other words, complement, don't copy — owners should consider redesigning additions to complement the historic character of the building rather than detract from it.

Additions that provide needed living space can usually be added unobtrusively to the rear of historic structures.

- Additions should never compromise the integrity of the original structure or site either directly through destruction of historic features and materials or indirectly through their location, size, height, or scale. Negative impacts of an addition to the original building can be significantly diminished by locating the addition on the least character-defining elevation — typically the rear — and by keeping it smaller than the original structure. Additions should never overpower the original building through height, width, or depth. The overall size, scale, form, design, relationship of openings, and selection of materials, details, colors, and features of proposed new additions will be reviewed in view of compatibility with the original building.
- Although designed to be compatible with the original building, an addition should be discernible from it. For example, it can be differentiated from the original building through a break in roofline, cornice height, wall plane, materials, siding profile, or window type.
- The impact of an addition on the building site must be considered as well. The addition should be designed and located so that significant site features, including mature trees, are not lost.

6.1.1 Guidelines for Additions to Historic Buildings

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

A sensitive addition to this Tudor Revival structure maximized living space but remained true to the house's original design.

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

.2 Locate Addition Inconspicuously. *Locate a new addition on an inconspicuous façade of the historic building, usually the rear or side. Additions that alter the front façade are 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.*

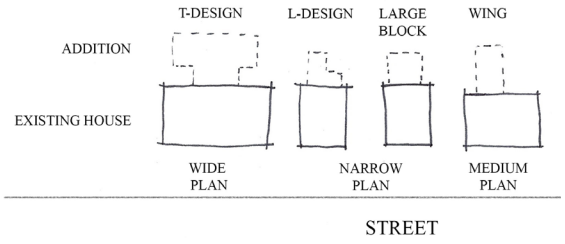
.4 Preserve the Site. *Design new additions so that the overall character of the site, character-defining site features, and trees, are retained.*

.5 Avoid Detracting from Principal Building. *Avoid construction of 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 Differentiate. *New additions should be easily differentiated from the original historic structure. This can be accomplished by using different but compatible materials or indenting the façade of the addition back from the original structure.*

A common modification to bungalows is the addition of a small second story or "pop up."

.7 Second Floor Additions. *Depending on design, site orientation, and visibility, creating a second floor in a historic structure can provide much-needed living space that enables long-term habitation. While second story modifications must be fully evaluated by the Commission for their impact on the primary structure and neighboring structures, the addition of a second story that does not change the footprint of the original structure is not considered an addition per se. It is considered a modification and as such may be allowed to violate height restrictions and may be allowed on the back 1/3 of existing house. Applications for such are reviewed on a case-by-case basis.*



Examples of appropriate locations and shapes for additions to historic properties.

.8 Height. *Additions should not overpower the original structure. Limit any height increases to the rear half of the building.*

.9 Dormers. *Dormers may be necessary to meet egress requirements from second story living spaces and should be compatible in design to original structures. At no time are butterfly dormers appropriate on the front roofline.*

6.2 New Primary and Secondary Structures

Infill construction is defined as the erection of a new structure on a vacant lot or the relocation of an existing structure to a vacant lot from another location.

Policy

Infill construction within a historic district can enhance the existing district character if the proposed design and its siting reflect an understanding of, and a compatibility with, the distinctive character of the district setting and buildings. In fact, the introduction of a compatible contemporary building can add depth and interest to the district. New structures should be compatible with the district.

This new house takes its design cues from Tudor Revival style though is clearly a product of its own time.

Things to Consider As You Plan

Review Overall Compatibility. The compatibility of new site development with the district setting depends on its compatibility with characteristic district features as well as the retention of the specific site's topography and character-defining site features. The descriptions and guidelines included in Chapter 4, Site and Setting, should be useful in determining the compatibility of proposed site development within a historic district.

The guidelines for various site features, including driveways, fences, lighting, garages, and plantings, apply to both existing site features and proposed development. Because buildings within the historic districts generally display a clear consistency in setback, orientation, spacing, and distance between adjacent buildings, the compatibility of proposed new construction siting should be reviewed in those terms as well.

This new bungalow complements neighboring structures in materials, form, size and scale.

Let Overall District Character Guide You. The success of new construction within a historic district does not depend on direct duplication of existing building forms, features, materials, and details. Rather, it relies on understanding the distinctive architectural character of the district. Infill buildings must be compatible with that character. Contemporary design generated from such understanding can enrich the architectural continuity of a historic district.

Look Around for Clues. In considering the overall compatibility of a proposed structure, its size, scale, height, form, massing, proportion, and roof shape should first be reviewed. A careful analysis of structures surrounding the building site is essential in determining how consistent and significant each of these criteria is. The overall massing and proportion of the building's front elevation is vital to consider because the front façade will have the most impact on the streetscape. For example, if the street façades of neighboring buildings are vertical in proportion, i.e., taller than they are wide, then maintaining the vertical orientation of the building façade will result in a more compatible design.

This new two-car garage is located in the rear and oriented inwards to minimize its visual impact on the primary structure.

A similar study of materials, building features, and details typical of existing buildings along the streetscape, block, or square will provide a vocabulary to draw on in designing a compatible building. Beyond the obvious study of prominent building elements such as porches and storefronts,

particular attention should be given to the spacing, placement, scale, orientation, and size of window and door openings as well as the design of the doors and the windows themselves.

Doors and Windows are the Eyes of a House. The appropriate choice of doors and windows is a very important aspect of the architectural character of a house and is important to ensuring a comfortable blend of old and new structures in an historic neighborhood. Doors and windows give the first impression of a structure.

The proportion, shape, location, pattern, size, and material composition of doors and windows contribute significantly to the character of a building and are particularly important in helping identify the style and period of the building. Most early Norman homes were built with true divided light, wood windows, though metal windows were original to a few structures. Therefore, the use of a real wood window is an important detail to consider in making an infill project compatible with its neighbors.

Choose Compatible Materials. Compatibility at the building skin level is also critical. The selection of appropriate exterior materials and finishes depends on the compatibility of proposed materials and finishes in composition, scale, module, pattern, texture, color, and sheen. Chapter 5, Building Materials, also provides pertinent information on traditional materials, features, and details found in the historic districts.

Relocating an Old Building to a New Site in a Historic District. Moving historic structures is usually undertaken to save them from demolition. Often a significant building that is threatened with demolition or surrounded by an incompatible environment without realistic prospects for adaptive reuse can be relocated into a compatible environment. Relocation can result in multiple benefits: saving the building, enhancing the new environment, and increasing the real estate value of the building.

Traditional setbacks for primary structures as per City of Norman Zoning Ordinance are:

- **Front yard:** minimum twenty-five (25) feet. When lot has double frontage, requirements apply for both streets.
- **Side yard:** not less than five (5) feet on each side.
- **Rear yard:** not less than twenty (20) feet or 20% of the depth of the lot, whichever is smaller.

Traditional setbacks for secondary structures such as garage apartments as per City of Norman Zoning Ordinance are:

- **Side yard:** minimum five (5) feet.
- **Rear yard:** ten (10) feet from the rear lot line.

6.2.2 Guidelines for New Primary and Secondary Structures

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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, proportion, finished floor elevation, size of door and window openings, and roof shape. 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, and design.*

.2 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.*

.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.*

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

.6 Location of Secondary Structures. *The appropriate location for a secondary structure should be the rear yard with limited visibility from the street right-of-way. It should be compatible with other accessory buildings on the property, adjacent properties, or the historic district in terms of size, height, scale, and setback patterns.*

.7 Primary Structures. *New primary structures should align with the typical setback on the block.*

.8 Secondary Structures. *In secondary structures such as cabanas or studios, spacing and size of window and door openings, as well as window to wall proportions should be similar to other historic structures within the block or the historic district.*

.9 Small Structures. *108 sq. ft. accessory structures including pergolas, trellises and plastic Rubbermaid storage buildings do not require review, if they are in the rear yard and not visible from the street.*

.10 Medium Structures. *109-399 sq ft structures need administrative bypass review, if they are behind the house and not visible from the front.*

.11 Large Structures. *Secondary structures over 400 ft. such as garage apartments or large studios for hobbies, craft or art need to be reviewed by the Historic District Commission.*

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SECTION 7

RELOCATION & DEMOLITION

7.1 Relocation of Structures

Relocation is defined as the movement or repositioning of a primary or accessory structure on its original site. Repositioning a building on its original site can provide benefits such as improved site access but it can also result in a loss of integrity of setting and environment, thus compromising the significance of the historic structure itself. Therefore, the decision to relocate a structure must be weighed carefully.

Relocating an Old Building to a New Site in a Historic District. Moving historic structures is usually undertaken to save them from demolition. Often a significant building that is threatened with demolition or surrounded by an incompatible environment without realistic prospects for adaptive reuse can be relocated into a compatible environment. Relocation can result in multiple benefits: saving the building, enhancing the new environment, and increasing the real estate value of the building.

Things to Consider As You Plan

- Because moving structures is complicated, time-consuming, and expensive, it should not be undertaken until every aspect of the project has been considered and evaluated. Both property owners and the Historic District Commission must give full consideration to the architectural and environmental aspects of the situation before addressing the practical problems of moving a structure.

The following questions are useful for evaluating the architectural and environmental context for such a decision:

- Is the structure threatened with demolition?
- Is relocation the only alternative to demolition?
- Is the structure significant enough architecturally or historically to warrant moving it?
- Is the building structurally sound enough to survive a move and be adapted to its new site?
- If the structure is currently sited in a historic district, what is proposed for the site once the structure is removed?
- Will the move adversely affect the overall character of the historic district or of remaining historic structures?
- Will the move damage significant district site features, such as a tree canopy, either en route or on the site?
- If the proposed site for a relocated structure is in a historic district, does the structure fit into the era of the district; is its style, architectural quality, size, and scale compatible with the district?
- If the proposed site for a relocated structure is not in a historic district, what covenants, if any, will be established to preserve the distinctive character of the relocated structure?
- Is there an appropriate and practical new use for the structure on its new site?

The Historic District Commission must issue a Certificate of Appropriateness for the move before any other necessary permits can be obtained. City staff and the Commission will make every effort to assist the property owner through the process.

7.1.1 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.

- *Only an accessory structure may be relocated and receive a Certificate Of Appropriateness through administrative bypass.*

7.1.2 Guidelines for Relocation of Structures

A full review by the Historic District Commission will take the following criteria into consideration to be issued 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 Within District. *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.*

7.2 Demolition of Structures

Demolition of significant structures, sites, objects, or mature trees within Norman's historic districts is strongly discouraged. Given the irreversible nature of demolition, full deliberation of all alternatives before action is essential. The criteria that the Historic District Commission will use for the review of demolitions is included in Section 7(a), 7(b), and 7(c) of the Historic District section of the *City of Norman Zoning Ordinance*.

Things to Consider As You Plan

- In considering a request for a Certificate of Appropriateness to demolish a structure within a historic district, the commission will weigh the impact of the proposed demolition on the overall character of the historic district as well as adjacent historic buildings. This includes contributing structures as well as non-contributing. In addition, the commission will consider whether any specific use for the site has been proposed to mediate the loss of the historic structure.
- In Norman, demolition shall be defined as the removal of any structure from its original site. This includes moving a building from one site to another. If demolition of a historic structure occurs without a Certificate of Appropriateness (COA), property owners will be required to obtain a COA for demolition retroactively before a COA for new construction or any City of Norman building permits will be issued.

Recommendations

- Prior to demolition, consider salvageable architectural features and materials for reuse through deconstruction standards.
- Following demolition, clear site of safety hazards and debris.
- Do not remove mature trees from site.

7.2.1 Standards for Administrative Bypass:

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

- *Demolition of all secondary structures require a Certificate Of Appropriateness.*

7.2.2 Guidelines for Demolition of Structures

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

.1 Submit Site Plan. *Before demolition occurs, a site plan illustrating any proposed development or introduction of plantings following demolition should be developed and submitted to the commission at the time the request for a Certificate of Appropriateness is made. The documents shall be kept in the commission's files.*

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

.3 Sites To Remain Vacant. *Sites that will remain vacant after demolition must be properly maintained and free of overgrown vegetation and debris.*

.4 Engineer Report. *An applicant must show that unreasonable economic hardship will result from keeping the building, or that the structure has suffered such structural failure that it is determined to be unsafe by building officials or structural engineering report.*

.5 90 Day Postponement. *The Historic District Commission may postpone a decision on demolition for up to 90 days in order to allow adequate time for the commission and property owners to explore every alternative to the destruction of the historic resource. After 90 days, the commission may also recommend that City Council enact additional postponement.*

.6 Additional Postponement. *If the Historic District Commission recommends additional postponement to the City Council, the City Council shall hold a public hearing to consider additional postponement of demolition. After this hearing, the City Council may approve the demolition or may postpone demolition for an additional period not to exceed 60 days from the date of such order. At the conclusion of this final postponement period, the City Council shall hold another public hearing and may either approve the requested demolition or may disapprove the demolition. In the event demolition is not approved, no demolition shall occur. For purposes of this ordinance, the word "demolition" shall include "removal."*

.7 Saving Threatened Structures. *Because the commission and the City Council take the loss of resources in the historic districts and potential historic districts very seriously, use of the delay time is extremely important in reviewing all possibilities for saving a threatened structure.*

.8 Demolition by Neglect. *A property owner's failure to properly maintain a historic property can result in its eventual demolition due to the loss of its structural integrity. Such irresponsible treatment of historic structures conflicts directly with the goals of the City in establishing the historic districts.*

.9 Alternatives to Demolition:

- *The owner shall enter into a binding contract for the sale of the property,*
- *Approved arrangements shall be made for the structure to be moved to an approved new location, or*
- *The City of Norman shall determine to condemn the property and take it by the power of eminent domain for rehabilitation or reuse by the City or other disposition with appropriate preservation restrictions in order to promote the historic preservation purposes to maintain the structure and protect it from demolition.*

.10 Replacement Plans. *Replacement plans shall include project concept, preliminary elevations and master development plans, and completed working drawings for at least the foundation plan which will enable the applicant to receive a permit for foundation construction.*

.11 Recording Procedures. *Applicants shall document buildings, objects, sites, and structures, and prepare for the historic preservation officer a salvage strategy for reuse of building materials deemed valuable by the historic preservation officer for other preservation and restoration activities.*

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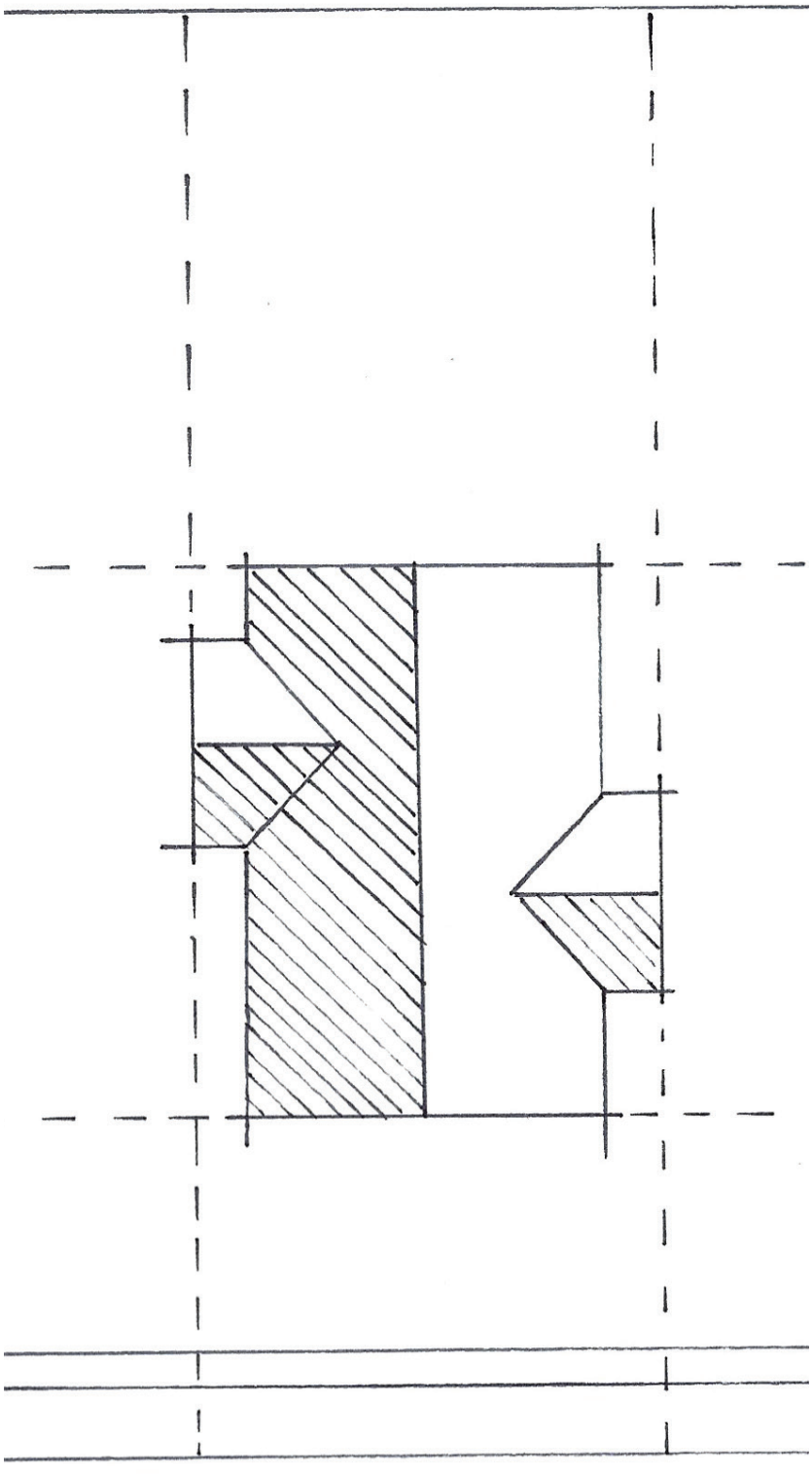


APPENDICES

Technical Resources

Local Resources
City of Norman

Planning and Community Development

201 A West Gray Street

http://www.normanok.gov/your-government/departments/planning-and-community-development

For information on Norman Historic Districts, certificates of appropriateness, and technical assistance, contact the Historic Preservation Officer at (405)366-5322

State Resources
State of Oklahoma Historic Preservation Office

Oklahoma Historical Society

800 Nazih Zuhdi Drive

Oklahoma City, OK 73105

http://www.okhistory.org/shpo

For Information on historic structures throughout Oklahoma, the National Register of Historic Places, preservation tax credits, and technical restoration assistance, call (405)521-6249.

Oklahoma Archaeological Survey

111 E. Chesapeake

Norman, OK 73019

http://www.ou.edu/archsurvey

For information on archaeological sites, resource protection, and volunteer opportunities, contact the Survey at (405)325-7211.

National Resources
US Department of the Interior

1849 C Street NW

Washington, DC 20240

Office of the Director (202)208-4621

Office of Communications (202)208-6843

Cultural Resource Stewardship and Partnership (202)208-7625

Technical Preservation Services

https://www.nps.gov/tps/

Intermountain Regional Office of the National Park Service

12795 Alameda Parkway

Denver, CO 80225

(303)969-2500

For information on all national park properties and NPS activities in AZ, CO, MT, NM, OK, TX, UT, and WY

Preservation Glossary

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.

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.

Historic house with addition

Aluminum Siding — sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and the 1960s.

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.

Arched entryway

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

Arcade — a line of counterthrusting arches supported by columns or piers; a covered walk with a line of arches along one or both sides.

Asbestos siding

Arch — a curved opening in a wall, usually constructed of stone or brick, as in top of a window opening.

Asbestos Shingle — a dense, rigid roofing shingle containing a high percentage of asbestos fiber (a non-combustible, flexible fiber able to withstand high temperatures) bonded with Portland Cement known for distinctive patterns.

Asbestos Siding — dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied as large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

Attic ventilator

Ashlar Masonry — masonry composed of rectangular units of stone, generally larger in size than brick and having sawn, dressed, or squared sides laid in mortar.

Asphalt Siding — siding manufactured from saturated construction felts (rag, asbestos, or fiberglass) with asphalt and finished with mineral granules on the side exposed to weather. It sometimes displays designs seeking to imitate brick or stone. Asphalt siding was applied to many buildings in the 1950s.

Awning

Attached Structure — a building that is structurally connected to the primary building on the site.

Balustrade along edge of porch

Base of a column

Bay window

Board-and-Batten siding

Box columns

Attic Ventilator — in houses, an attic ventilator is a screened or louvered opening, sometimes in decorative shapes, located on gables or soffits.

Awning — a rooflike covering of canvas, often adjustable, over a window, a door, etc., to provide protection against sun, rain, and wind. Aluminum awnings were developed in the 1950s.

Awning Window — type of window consisting of top-hinged horizontal sash with the bottom edges swinging outward.

Baluster — one of a number of short vertical members, often circular in section used to support a stair handrail or a coping, forming a balustrade.

Balustrade — a low barrier formed of balusters, or uprights, supporting a railing.

Band, Band Course, Bandmold, Belt — flat trim running horizontally in the wall to denote a division in the wall plane or a change in level.

Bargeboard / Vergeboard — a board which hangs from the projecting end of a roof, covering the gables, often elaborately carved and ornamented.

Base — lower part of a column or pier, wider than the shaft, and resting on a plinth, pedestal or podium.

Base Course — a foundation or footing course, as the lowest course in a masonry wall.

Batten — a long, flat strip of squared wood or metal used to hold something in place or as a fastening against a wall.

Bay — within a structure a regularly repeated spatial element usually defined in plan by beams and their supports, or in elevation by repetition of windows and doors in the building façade.

Bay Window — a window forming a recess in a room and projecting outwards from the wall.

Beaded Board — a 4" or 6" wide tongue-and-groove wood finish with a milled bead along the centerline and along the edge adjoining the tongues.

Bearing Wall — a wall capable of supporting more than its own weight, such as a roof or floor.

Belvedere — a pavilion on the roof from where you can enjoy a view.

Beveled Glass — glass panes whose edges are ground and polished at a slight angle to create a visual pattern.

Blank Window — a window that has been sealed but is still visible; a temporary solution to make a damaged opening airtight.

Board-And-Batten — closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.

Bond — the laying of bricks or stones regularly in a wall according to a recognized pattern for strength. Masonry bond is essential to brickwork when wire reinforcement is not used.

Bow Window — a rounded bay window that projects from the wall.

Box Column — a hollow, built-up column constructed of wood, which is rectangular in shape.

Boxed Eave or Box Cornice — a hollow cornice, built up of boards, moldings, shingles, etc.

Bracket — projecting support members found under eaves or overhangs; may be plain or decorated

Brick Course / Pattern — the way in which brick is laid in a building.

Building — a more or less enclosed and permanent structure.

Built-Up Roof — a roofing system covering a relatively flat roof, consisting of several layers of saturated felt where each layer is mopped with hot tar or asphalt finished with a mineral or rock covering.

Bulkhead — base panels just below display windows on storefronts, also referred to as kick plates.

Caliper — refers to the diameter of a tree's trunk which is measured with a device that goes by the same name. The caliper is a utensil that looks like the letter "F," with measuring increments on the long arm of the tool.

Canopy — a covered area which extends from the wall of a building, protecting an entrance.

Cantilever — a support member used to transport the cornice or the extended eaves of a building; a beam or other structural member that protrudes beyond its support wall or column.

Casement Window — a window that swings open along its entire length, usually on hinges fixed to the sides of the opening into which it is fitted.

Casing — the exposed trim molding, framing, or lining around a door or a window; may be either flat or molded.

Carved Stone — rough natural stone shaped by the controlled removal of stone pieces with tools to create decorative detailing.

Cast Stone — a mixture of stone chips or fragments, usually embedded in mortar, cement, or plaster, treated to simulate stone; also known as "artificial stone."

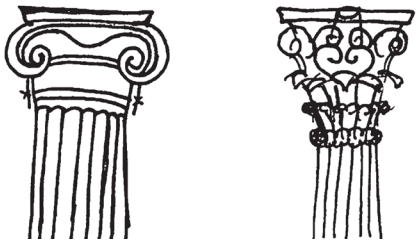
Caulking — a resilient compound of silicone, bituminous, or rubber base, used to seal cracks and fill joints.

Cement Siding — A semi-rigid material made of portland cement, sand, water, and cellulose fibers. Used for exterior siding.

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 this Historic District Ordinance for permission to construct, erect, demolish, remove, relocate, reconstruct, restore, or alter said structure.

Brackets

Brick course



Column capitals

Casement windows

Carved stone

Box columns


Cladding


Clipped gable


Columns


Composition shingle roofing

Certified Local Government — a program established through the 1980 amendment to the National Historic Preservation Act of 1966 that encourages local government participation in the identification, evaluation, registration and conservation of historic properties within its jurisdiction and promotes the integration of interests and concerns for local conservation to local planning processes and decision making. The CLG program is an association between local governments, the State Historic Preservation Office (SHPO) and the National Park Service.

Chamfer — a beveled edge, usually at a 45-degree angle on the edge of a board or masonry surface.

Cladding — a finish that covers the exterior wall of a building.

Clapboard — horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than 6 inches wide. This was a common outer face of nineteenth and early twentieth century buildings.

Classical Order — a particular style of column with its entablature having standardized details; Greek order includes the Doric, Ionic, and Corinthian and the Roman order includes the Tuscan and Composite.

Clerestory Window — an upper window that admits light to the center of a lofty room.

Clipped Gable — end of a roof when it is formed into a sharp intermediate between a gable and a hip; also called Jerkin head roof.

Coffering — ceiling with deeply recessed panels, often highly ornamented.

Column — a vertical shaft or pillar that supports or appears to support a load.

Capital — the top or head of a column, usually decorative.

Combination Hip Roof — a composition of more than one hipped element at the roof or a combination of hipped and gable roof form.

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.

Composition Board — a building board, usually intended to resemble clapboard, fabricated from wood or paper fabric under pressure and at an elevated temperature, usually with a binder.

Composition Shingles — shingles made from a mixture of binder materials with fibers, also called asphalt shingles.

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

Console — a decorative bracket in the form of a vertical scroll, projecting from a wall to support a cornice, a door, or window head, etc.

Construction — all the on-site work done in building or altering structures, from land clearance through completion, including excavation, erection, and the assembly and installation of components and equipment.

Contemporary — happening, existing, living, or coming into being during the same period of time. Contemporary denotes characteristics that illustrate that a building, structure, or detail was constructed in the present, rather than being imitative or reflective of a historic design.

Context — the setting in which something exists or occurs.

Contributing Resource — a historic building or site that retains the essential architectural integrity of its original design or condition.

Coping — the cap or the top course of a masonry wall.

Corbel — in masonry, a projection, or one of a series of projections, each stepped progressively farther forward with height anchored in a wall, story, column, or chimney.

Corbelled Chimney Cap — a brick or stone capping at the top of a chimney that has a series of projections, each stepping out farther than the one below it.

Corinthian Order — the most ornate of the classical orders, characterized by a bell-shaped capital with scrolls and acanthus leaves.

Corner Block — a block placed at a corner of the casing around a wooden door or window frame, usually treated ornamentally.

Corner Board — one of the narrow vertical boards at the corner of a traditional wooden frame building, into which the clapboards abut.

Cornerstone — a stone which is located near the base of a corner in a building and displays information recording the dedicatory ceremonies: a foundation stone.

Cornice — the top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface.

Cresting — a decorative element located at the top of a parapet or roof ridge.

Cross Gable — a gable that is set parallel to the ridge of the roof.

Cupola — a small vault on top of a roof; sometimes spherical in shape, sometimes square with a mansard or conical roof.

Cut Stone — finished stone block which has been shaped by cutting.

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.


Corbelled chimney cap


Corner board


Cornice


Cross gables


Cut stone

Rear deck

Dentil

Divided light sash

Dormers

Double-hung window

Deck — an uncovered porch, usually at the rear of a building; popular in modern residential design.

Demolition — the intentional destruction of all or part of a building or structure, may include removal of structural elements, partitions, mechanical equipment, and electrical wiring and fixtures.

Demolition by Neglect — the destruction of a structure caused by failure to perform maintenance over a long time period.

Dentil — a repetitive cubical element at the base of a classical cornice. Dentils resemble teeth.

Detached Structure — a building that is not structurally connected to the primary building on the site.

Development Pattern — the configuration of residential lots, the location and orientation of structures on the lots, and the relationship of lots and buildings to the street.

District — an area designated by the City of Norman for possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Divided Light Sash — a window with glass divided into small pieces.

Doric Order — the simplest of the classical orders, sturdy in proportion, with a simple cushion capital.

Dormer — a structure containing a window (or windows) that projects through a pitched roof.

Double-Hung Window — a window with two sashes that open and close by sliding up and down in a cased frame.

Double Glazed Window — a window with an inner and outer pane of glass with an airspace in between.

Downspout — a vertical pipe, often of sheet metal, used to conduct water from a roof drain or gutter to the ground or a cistern.

Drainage Beds — stone lined ditch used to transport water runoff.

Drop Siding — a type of wood cladding characterized by overlapping boards with varying profiles.

Dropped Ceiling — a nonstructural ceiling suspended below the overhead structural slab or from the structural elements of a building and not bearing on walls.

Eave — the part of a sloping roof that projects beyond a wall.

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

Engaged Column — a column partially built into the wall, not free-standing.

Entablature — in classical architecture, the elaborate beam member carried by the columns.

Escutcheon — a protective or ornamental cover plate, attached to a wall with a hook or eye to hold a canopy support or anchor a tie rod.

Floor Area Ratio (FAR) — the ratio of the total area under roof to the total contiguous land area of the lot(s) upon which the structures are located. For example, if the total land area is 10,000 square feet and the total area under roof (all structures with a roof without regard to use) is 2,500 square feet. The FAR is 2,500/10,000 = 0.25.

Fabricated Metal — any kind of building component manufactured of metal, often decorative in nature and frequently used as columns and railings.

Façade — the exterior face of a building.

Fanlight — an arched overdoor light whose form and tracery suggest an open fan.

Fascia — a flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or eave side of a pitched roof. The rain gutter is often mounted on it.

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.

Fenestration — the windows and doors and the pattern of their openings in a building.

Finial — a formal ornament at the top of a canopy, gable, pinnacle, streetlight, etc.

Fixed Lights — a window or an area of a window which does not open.

Flashing — a thin impervious material placed in construction to prevent water penetration, to provide water drainage, or both, especially between a roof and a wall.

Flat Arch — an arch that is horizontal or nearly horizontal; also called a jack arch.

Fluting — shallow concave grooves running vertically on the shaft of a column.

Footing — the portion of the foundation which transfers loads directly to the soil; a widened part of a wall or column at or below the ground to spread the load directly to the soil.

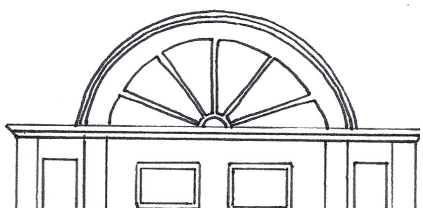
Foundation — the supporting portion of a structure below the first-floor construction, or below grade, including footings.

French Doors — a pair of doors having top rails, bottom rails, and stiles, with glass panes throughout the entire length.

Eaves

Escutcheon plates

Fabricated metal column



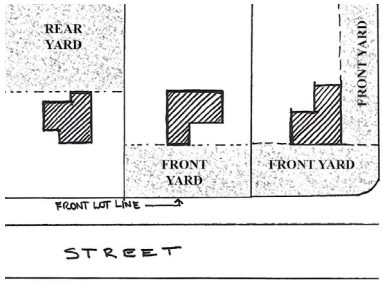
Fanlight

Finial

Fixed lights

Fretwork

Front facing gable



Front yard

Gambrel roof

French Window — a long window reaching to floor level and opening in two leaves like a pair of doors. Missing a central post/mullion creating one large opening.

Fretwork — ornamental wood which is usually carved or turned and installed over doorways and other openings.

Front Facing Gable — the end wall of a building with a gable roof that faces the street.

Front Façade — the principal face of a building that looks onto a street or open space. In the case of corner lots, both street-facing façades are considered front façades.

Front Yard — an open space extending the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and the nearest line of the main building.

Gable — the vertical triangular piece of a wall at the end of a ridged roof, from the level of the eaves to the summit.

Gable Roof — a roof that slopes on two sides from the ridge.

Gambrel Roof — a gable roof more or less symmetrical, having four inclined surfaces, the pair meeting at the ridge having a shallower pitch.

Garden Loop Fence — a woven wire fencing which is distinguished by the loop at the top and mid height.

Glass Block — a hollow block of glass, usually translucent and often with textured faces, used for decorative purposes in non load-bearing walls and in sidewalks to permit light transfer to basement floors.

Glazing — setting glass in an opening.

Grade — the height of the surface of the ground in relationship to a structure (building).

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.

Gutter — a shallow channel of metal or wood set immediately below or built in along the eaves of a building to catch and carry off rainwater.

Hardscape — any material which is impervious to water and not covered by roof.

Header — a brick laid across the thickness of a wall to bond together different wythes of a wall; the exposed end of a brick.

Hipped Roof — a roof without gables, each of whose sides, generally four, lies in a single plane and joins the others at an apex or ridge.

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 Preservation Officer — the chief staff person responsible for historic preservation in the City of Norman's Planning and Community Development Department.

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 Rehabilitation — the process of returning a historical or architectural resource to a state of efficiency or soundness by repair or alteration designed to encourage its continued use but without noticeably changing the historic exterior appearance of the resource.

Historic Resources — sites, districts, structures, buildings, or objects 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.

Hood Mold — a projecting molding over a door or a window.

Hopper Window — a window which opens inward and is hinged at the bottom.

Infill Construction — the erection of a new structure on a vacant lot or the relocation of an existing structure to a vacant lot from another location.

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

Ionic — the classical order of architecture characterized by its capital with large scrolls, less heavy than the Doric and less elaborate than the Corinthian.

Jamb — the vertical sides of an opening, usually for a door or a window.

Jerkin Head Roof — a roof whose end has been formed into a shape midway between a gable and a hip, resulting in a truncated or clipped "A" appearance; sometimes called clipped gable.

Joint — the gap between brick or stone filled by mortar.

Jalousie Window — a window consisting of a series of overlapping horizontal glass louvers which pivot simultaneously.

Keystone — in masonry, the center piece of an arch, often in contrasting material.

Landmark — any building, structure, or place which has a special character or special historical or aesthetic interest or value as part of the development, heritage, or cultural characteristics of a city, state, or nation.

Glass block

Hipped roof

Hood mold

Ionic columns

Keystone

Lattice skirting

Lintel

Louvered vent

Lunette

Marker

Landscape — the whole of the exterior environment of a site, district, or region, including landforms, trees and plants, rivers and lakes, and the built environment.

Lath And Plaster — a metal mesh or wood strips of metal or wood, used as screening or ornamental construction.

Lattice — a network, often diagonal, of interlocking lath or other thin strips used as screening, typically located in the base of a porch.

Light — A pane of glass.

Lintel — A horizontal member spanning an opening and supporting construction above; a beam.

Load Bearing Wall — a wall capable of supporting an imposed load in addition to its own weight. these walls frequently run the full height of a building from foundation to roof.

Loggia — an arcaded or colonnaded structure, open on one or more sides.

Louver — an assembly of sloping, overlapping blades or slats, fixed or adjustable, designed to admit air and/or light in varying degrees and to exclude rain and snow.

Lunette — A semicircular opening.

Mansard Roof — a roof with a double slope on all four sides, with the lower slope being much steeper.

Marker — a plaque located on or near a historic site, building, structure, or object; usually put in place by a government agency or a private organization.

Marquee — a projecting exterior structure placed over the entrance of a building, common for theaters and hotels, that displays the name of the building and/or relative information typically in a large font and surrounded by lights.

Masonry — stone, brick, concrete blocks, etc. used to form walls and other parts of a building.

Materials — the substance of which something is composed or constructed.

Mass — the overall bulk, size, volume, or magnitude of a structure.

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).

Meeting Rail — either the bottom rail of the top sash or the top rail of the bottom sash; closes the joint completely when the window is shut.

Molding — a decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around openings.

Mortar — a mixture of Portland cement, lime, putty, and sand in various proportions, used for laying bricks or stones. Until the use of hard

Portland cement became a standard building material, softer lime-clay or lime-sand mortars and masonry cement were common.

Mosaic — a pattern formed by inlaying small pieces of stone, glass, tile, or enamel into a cement, mortar, or plaster mix.

Mullion — a vertical member dividing a window area and forming part of the window frame.

Muntin — a molding forming part of the frame of a window sash and holding one side of a pane.

National Register of Historic Places — the list of national 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 definition for infill construction.

Niche — a recessed space in a wall typically semicircular in plan and commonly used for the placement of statuary.

Non-Contributing — properties, structures, features or other resources that happen to be located within the recommended historic district boundaries, but which have no relevance to the area's identified significance, significant physical features, or identifying characteristics.

Oculus — a round or oval panel or aperture. The aperture may be glazed, open, or louvered.

One-Over-One Configuration — a window with a single sheet of glass in the top sash and a single sheet in the bottom sash.

Orientation — the relationship of structure to compass points or a site feature such as a street or the direction a façade faces.

Out Building — a building detached from the main house or structure but located on the same lot.

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, color, texture or visual appearance to the exterior of an historic structure. Ordinary maintenance and repair shall include painting and reroofing.

Palladian Window — a Classical Revival style window with a center window, often with an arched top and flanked by two rectangular windows.

Paneled Door — a wood door comprised of flat and raised panels or pieces.

Parapet — an exterior wall which projects above the roof structure.

Parkways — the space between the curb and sidewalk, usually green space.

Parting Strip — any thin element used to separate two adjoining members.

Marquee


Oculus


One-over-one congifuration


Out building


Paneled door


Parapet


Parkways


Pediment


Pilaster


Front porch

Partition Wall — dividing wall within a building which may be load bearing or non-load bearing.

Patio — an open, outdoor living space adjacent to a building, usually surfaced with stone, tiles, or concrete and at ground level.

Pediment — a triangular roof form of a building or as an ornament or hood mold over a door or window.

Pergola — an arbor or a passageway of columns supporting a roof of trelliswork on which climbing plants may be trained to grow.

Pier and Beam — a foundation system consisting of rows of posts spaced at an appropriate intervals and supporting beams which form a base on which a building is built.

Pilaster — a flat or half-round decorative member applied at a wall suggesting a column; sometimes called engaged column.

Pillars — a simple, massive, vertical structural support such as a column or post.

Pinnacle — a turret or part of a building elevated above the main building.

Pitch — the slope of a roof that is not flat or horizontal.

Pivoted Window — a window having a sash which rotates about fixed vertical or horizontal pivots, or points, located at or toward the center, in contrast to one hung on hinges along an edge.

Plaque — a decorative or commemorative flat plate attached to a wall or surface.

Plaster — a paste-like substance of sand, water, and lime installed over another material to provide a finished surface.

Plinth Block — a small, slightly projecting block at the bottom of the door trim, extending to the finished floor.

Porch — a structure attached to a building to shelter an entrance or to serve as a semi-enclosed space; usually roofed and generally open-sided. It may also be called a veranda.

Porte Cochere — a roofed passageway large enough for wheeled vehicles to pass through. Literal definition: a carriage door.

Portico — a small entrance porch or covered walk consisting of a roof supported by open columns.

Portland Cement — A type of hydraulic cement (one that hardens under water) made by heating a slurry of clay and limestone in a kiln.

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** shall mean 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** shall mean the sustained use and appearance of a resource essentially in its existing state.
- **Protection** shall mean the security of a resource as it exists through the establishment of the mechanisms of this section.
- **Reconstruction** shall mean 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** shall mean 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.
- **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.

Portico

Stabilization

Pressed Metal — metal that has been pressed into a decorative shape or pattern.

Pressed Metal Shingle Roofing — a roofing unit or shingle which is pressed from sheet metal and frequently has a decorative pattern.

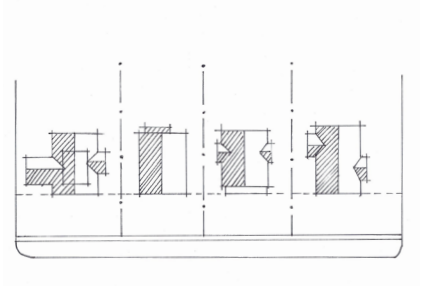
Pressed metal shingle roofing

Prevailing Height — the most commonly occurring height on a block face on which a project is proposed.

Prevailing Lot Coverage — the most commonly occurring lot coverage on the block and across the street.

Profile — the outline of a building or an element of that building that is usually shown as a cross section.

Proportion — the relationship of the size, shape, and location of one building element to all the other elements, each architectural style typically has its own rules of proportion.



Prevailing lot coverage

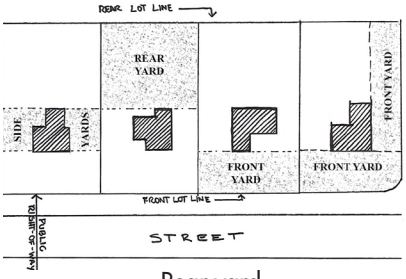
Purlin — a piece of timber, board, or metal laid horizontally on the principal rafters of a roof to provide support for the common rafters on which the roof covering is laid.

Quoins — a large stone or block of brick used to reinforce an external corner or edge of a wall that is often distinguished decoratively from adjacent masonry.

Quoins

Rabbet — a groove cut into one piece of wood to receive the projection or tongue of another

Rear Yard — an open space extending the full width of the lot the depth of which is the minimum horizontal distance between the rear lot line and the nearest line of the main building.



Rear yard


Ribbon driveway


Ridgecap


R-panel metal roofing


Roofing tile

Rehabilitation — the act or the process of making possible a compatible use for a property through repair, alterations, and additions while preserving the portions or the features that convey the property's historical, cultural, or architectural values.

Relocation — the movement or repositioning of a primary or accessory structure from its original site.

Repointing — raking out deteriorated mortar joints and filling them with a surface mortar to repair the joint.

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.

Retaining Wall — a wall, freestanding or laterally braced, that bears against an earth or other fill surface and resists lateral and other forces from the material in contact with the side of the wall.

Retractable Awning — a roof-like covering of canvas or rigid material over a window or door that is moveable and can be opened and closed.

Ribbon Driveway — a drive providing access between the street and onsite parking that consists of two parallel strips of paving with grass between.

Ribbon Window — one of a horizontal series of windows, separated only by mullions, which form a horizontal band across the façade of a building.

Ridge — the highest point of a pitched roof.

Ridgecap — any covering (such as metal, wood, shingle, etc.) used to cover the ridge of a roof.

R-Panel Metal Roofing — a galvanized or painted metal roofing material with ribbed profile used primarily in commercial applications.

Riser — the vertical portion of a stair, connecting two steps.

Roofing Tile — a tile for roofing, usually of burnt clay; available in many configurations and types including plain, single-lap, and interlocking.

Rubble — rough irregular stone which may vary in size, used in wall construction.

Sash — the moving part of a window.

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

Score — the cut of a channel or groove in a material with a hand tool or circular saw to decorate a surface.

Scupper — an opening in a wall or parapet that directs water to drain from a roof.

Secretary f 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.

Sheet Metal — a flat, rolled-metal product, rectangular in cross-section and form; when used as roofing material, usually terne- or zinc-plated.

Shed Roof — a roof shape sloping in only one plane or direction.

Shingle — a roofing unit of wood, asphalt, slate, tile, or other material cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

Shiplap — horizontal wood sheathing which butts together. when used on the interior walls it was frequently covered with cheesecloth and wallpaper.

Sidelight — a narrow window area beside an outside door, generally seen in Colonial Revival style.

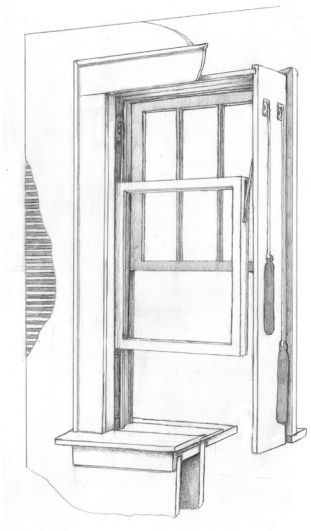
Siding — the finish covering of an exterior wall on a frame building.

Sign / Signage — a permanent or fixed graphic or display that provides information. It may be freestanding or integrated into the building.

Significant Trees — trees which measure twenty-four caliper inches four feet above the ground, or those which are identified with historic personages or important events in local, state, or national history and protected by local ordinance.

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.

- **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.

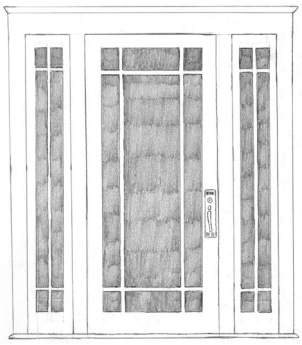


Sash

Scale

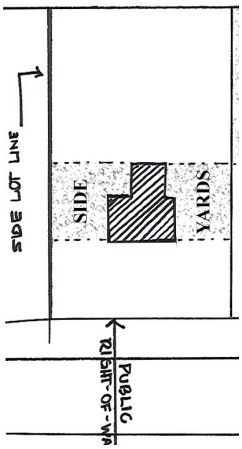
Shingle siding

Shed roof



Sidelights

Horizontal wood siding



Side yard

Skirt

– **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.

Sill — the lowest horizontal member in a wall opening.

Single Hung Window — a window having a single movable sash.

Side Yard — an open space between a main building and the side lot line, extending from the front yard to the rear yard, the width of which is the horizontal distance from the nearest point of the side lot line to the nearest point of the main building.

Site — the land on which a building is located. For historic purposes, the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself maintains a historical or architectural value regardless of the value of any existing structure.

Skirt — an element used to cover a foundation or the space between the main house and ground level.

Slate — a hard, brittle metamorphic rock that is split into thin sheets for flooring and roofing panels and chalkboards.

Sliding Windows — a window which moves horizontally in grooves or between runners.

Slope — the amount of degree of incline.

Soffit — the exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

Sound — materials and structures that may show wear but retain their original form and function, e.g. sound wood is not rotted.

Spindles — one of a series of thin, vertical, round elements of railing often part of a balustrade.

Spire — a steep pointed roof form common on church towers.

Splash Block — a small masonry block laid on the ground below a downspout to prevent soil erosion.

Standards — refers to the *Secretary of the Interior Standards for Rehabilitation*.

State Historic Preservation Office (SHPO) — the office within the State of Oklahoma that has been designated by the Governor to administer the historic preservation program in the state.

State Register of Historic Places — the State of Oklahoma list of districts, sites, buildings, structures and objects significant in state history, architecture, archeology, engineering and culture, maintained by the State Historic Preservation Officer, under the authority of 53 O.S., 1984 Supplement, Sections 351-355.

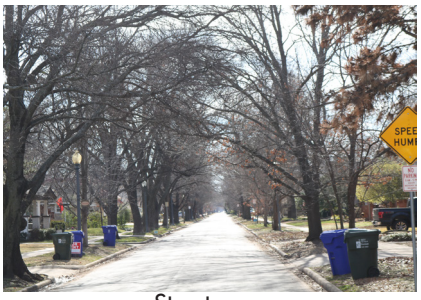
Standing Seam Metal Roof — a sheet metal roofing with vertical folded seams running parallel along the slope.


Standing seam metal roof

Stile and Rail Door — components of a door; the stiles are the upright structural members and the rails are the horizontal framing members at top, middle, and bottom of the door.

Street Accessories — those sidewalk or street fixtures which include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping.

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


Streetscape

Stretcher — a brick or a stone laid with its length parallel to the length of the wall.

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

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

Style — a type of architecture distinguished by special characteristics of structure and ornament and often related in time.

Sympathetic Design — new work that has an appropriate relationship to the existing historic architecture and character of the surrounding area, based on rhythm, proportion, and scale.

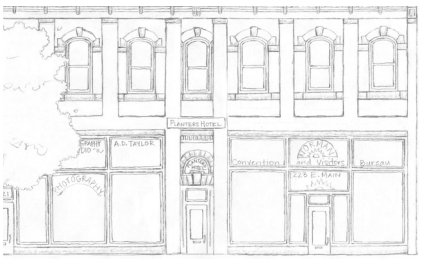
Surround — the molded trim around a door or window opening.


Tapered box column

Tapered Box Column— a hollow, built-up column, constructed of wood, which is frequently seen in Craftsman style houses.

Terra-Cotta — hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used as a surface finish for buildings in the Art Deco style.

Terrazo — a floor finish of stone chips laid in a mortar bed, ground and polished smooth, often with brass dividers, used as a floor surface.


Transom

Tongue and Groove Lumber — a joinery system in which boards are milled with a tongue on one side and a groove on the other so that they can be tightly joined with a flush surface alignment.


Turned wood posts


Valley


Veranda

Tooling — compressing and shaping the face of a mortar joint.

Tower — a portion of a building characterized by its relatively great height in relation to the rest of the structure.

Transom, or Overdoor Light — a glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

Trim — the finish material on a building, such as moldings applied around openings or at the floors and the ceilings of rooms.

Triple Hung Window — a window with three vertically sliding sashes that allow the window to open to two-thirds of its height often used for access to porches or balconies.

Turnbuckle — a device for connecting and tightening a rod as for a canopy support.

Turned Wood Baluster — a decorative picket used to support a handrail, part of a balustrade.

Turned Wood Post — a round, wooden support with a decorative profile that has been turned on a lathe.

Turned Wood Railing — a railing whose architectural components are turned on a lathe to create a spindle.

Turret — a small tower, usually corbelled from a corner.

Tuscan Order — A classical order similar to Roman Doric but having columns with an unfluted shaft and a simplified base, capital, and entablature.

Valley — the trough or gutter formed by the intersection of two inclined planes of a roof.

V-Crimp Roofing — sheet metal roofing which is folded to create a "V" in profile and laps at a "V" joint.

Veneer — a thin layer of material applied over a structural backing such as brick, stone, etc.

Veranda — a covered porch or balcony, extending along the outside of a building.

Vernacular — a building whose form reflects the local influences, materials, and tradition.

Vestibule — a small enclosed space between outer and inner doors.

Vinyl Siding — sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, sometimes used to cover wood building exteriors.

Wainscot — a decorative paneling applied to the lower portion of an inner wall.

Water Table — a horizontal exterior band or ledge or projecting molding on a wall, often sloped to prevent water from running down the face of the lower portion.

Waterblasting — a cleaning method similar to sandblasting except that water is used as the abrasive. As in sandblasting, high-pressure water jets can damage wood and masonry surfaces. Waterblasting is also known as power washing.

Welded Wire Fencing — a welded wire fencing comprised of square or rectangular openings also known locally as "hog wire" or "goat wire." An acceptable alternative for chainlink fencing in historic neighborhoods.

Wood Sash Window — a window where the framework is constructed of wood, may be movable or fixed.

Wythe — a vertical section of bricks or other masonry that is one unit thick.

Brief History of Norman

April 23, 1889, tents and railway platform.

Norman Depot

Andrew Kingkade, Norman's S.F. first railroad agent

1890-1891, Livery Stable General Store

The origin of Norman took place in 1872, when the United States Land Office Survey established the boundaries of the future townsite. The town name honors Abner E. Norman, who led the team appointed to survey the Unassigned Lands between 1870 and 1873. His group camped where the town is now situated and the words "Norman's Camp" were burned into a tree.

When the Sooners (those who headed west before the official Land Run date) and other settlers arrived in the heart of Oklahoma, they kept the name "Norman."

More than a decade after, in 1886, the Atchison, Topeka, and Santa Fe Railway Company selected this site for one of its stations. Norman Station was thereby created, and two railroad employees, J.L. Hefley and Andrew Kingkade, subsequently became the area's first legal residents. The following year, the company platted a townsite and filed the plat with the United States Department of the Interior.

The first train rolled through Norman on June 13, 1887, laying the foundation for Norman to flourish into a prominent city. After Norman was thrown open for settlement in the first Oklahoma Land Run, on April 22, 1889, the railroad continued to play a key role in the town's economic development. Norman became a transportation center for cotton, agricultural products and livestock, the region's principal commodities, and served as a shipping center for building supplies in the developing region.

In July 1889 Ed Ingle established the *Norman Transcript*, which continued to report the news at the beginning of the twenty-first century. By 1890, the population stood at 787, and the burgeoning town held doctors, lawyers, hotels, and all the amenities and retail outlets of a community that size, including a cotton gin.

After the passage of the Organic Act in 1890, Cleveland County was organized as county 3 and Norman became the county seat. That same year, High Gate College opened, offering grammar, high school, and college classes. And in December, the Territorial Legislature passed an act to locate The University of Oklahoma (OU) at Norman. Its establishment was pivotal in the urban development of Norman. In 1892 OU held its first classes in rented downtown buildings and that year the first university building was erected.

In 1894 High Gate closed, and its college students transferred to OU. A private sanitarium company purchased the college building, and it evolved into the Oklahoma State Asylum in 1915, later Griffin Memorial Hospital.

By 1900 Norman's population had climbed from 150 to 2,225 and the business community boomed. Within the next two years, the Downtown District contained two banks, two hotels, and a flour mill, among other businesses.

In 1913 the Oklahoma Railway Company extended its interurban service, which ran from Oklahoma City to Moore, south to Norman. After more than 30 years on September 27, 1947, the interurban service came to an end. The demise of the interurban was presaged by the growing popularity of the automobile since the 1920s. In 1923 the Cemetery Road (also called East Road) was paved and became Norman's first intercity highway; it was known after 1925 as the Van Fleet Highway, and in 1955 designated State Highway 77-H.

By the 1920s the OU campus spread over 267 acres and had added several new structures, including Memorial Stadium. The population continued to rise, reaching 9,603 in 1930 and 11,429 in 1940. The sanitarium and university helped the community weather the Great Depression. In 1939 the Tankersley Company built the Cleveland County Courthouse, which was a mixture of Classical Revival and Art Deco elements, and replaced a 1906 Solomon Layton-designed government building.

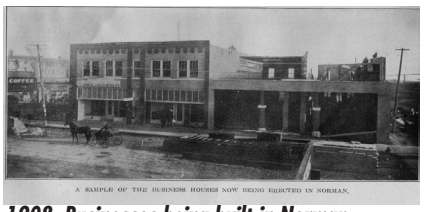
World War II brought more changes to the city. In 1941, OU, with help from Norman officials, established Max Westheimer Field, a university airstrip, and the next year offered to lease it to the U.S. Navy as a training facility. During the war the airfield became the Naval Flight Training Center, known as north base, and the navy established the Naval Air Technical Training Center (NATTC), known as south base, south of the OU campus. A naval hospital was also established. The north base trained nearly nine thousand men, with the south base training thousands more. In 1946 the navy donated the bases to the university, but in 1952, with the advent of the Korean War, the military utilized the bases in a smaller capacity until 1959. The addition of the government buildings and land helped OU handle the large enrollment increase of the post–World War II era. This also allowed the city to develop, and the 1950 population stood at 27,006.

Norman's proximity and easy access to Oklahoma City contributed to it being a "bedroom" community for employees who worked outside Norman proper. The population increased from 33,412 in 1960 to 52,117 in 1970. In the 1960s the city, through annexations, expanded to 174 square miles, incorporating a large land area in the Lake Thunderbird vicinity. In 1984 the community supported sixty-three manufacturing establishments, which employed 2,562. The population stood at 68,020 in 1980 and climbed to 80,071 in 1990.

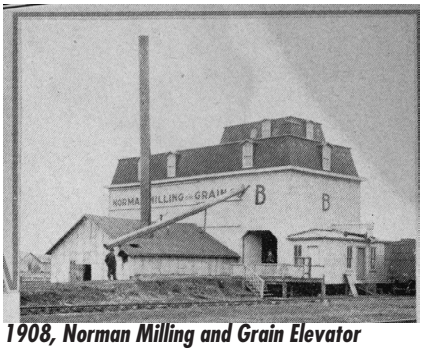
At the beginning of the twenty-first century Norman had 4,270 business establishments engaging a total of 47,665 workers. OU (with more than eight thousand on staff) and Norman Regional Hospital (with more than two thousand) were the two largest employers. In 1944 Norman residents passed bonds to fund the hospital. Several other institutions had extensive work forces, including York International (opened in 1981, after it purchased the defunct Westinghouse air conditioner plant), a U.S. Postal Training Center (1969), Moore-Norman Technology Center (1972), National Oceanic and Atmospheric Administration (NOAA, which dedicated a new laboratory in 1972), Oklahoma Veterans Center (occupied

Santa Fe Locomotive

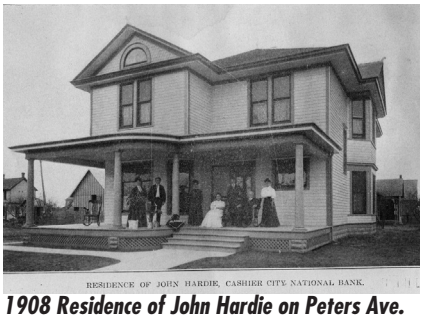
1898-1902, Agnes Hotel on 110 West Main



1908, Businesses being built in Norman

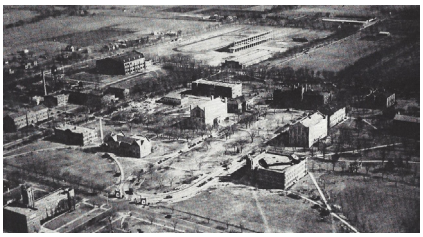


1908, Norman Milling and Grain Elevator



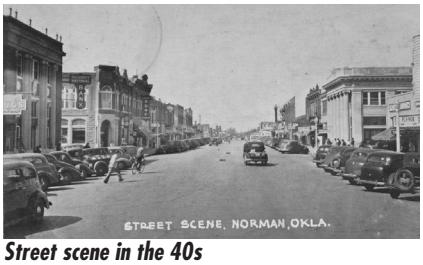
1908 Residence of John Hardie on Peters Ave.

High Gate College

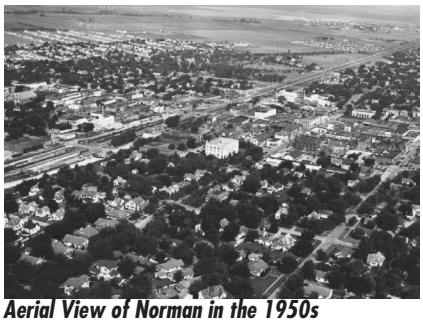


The University of Oklahoma (OU) campus

Naval Air Station designed by Leonard H. Bailey



Street scene in the 40s



Aerial View of Norman in the 1950s

Main street in 1950.

Main street today.

a new building in 1996), Sysco Food Services (1991), Hitachi Computer Products (1987), Saxon Publishers (1981), Yamanouchi Pharma Technologies (2001), and Shaklee Corporation (1978).

By 2000 the population stood at 95,694. The Norman School District enrolled 12,596 students, and several other school districts (Little Axe, Robin Hill, and Cleveland County) came within the city's borders. The city offered several attractions, including the Fred Jones Jr. Museum of Art, the Sam Noble Oklahoma Museum of Natural History, the Jacobson House Native Art Center, the Firehouse Art Center, and other theaters and museums.

Seventeen properties were listed in the National Register of Historic Places. These included the Cleveland County Courthouse, the DeBarr Historic District, the Oscar Jacobson House, the Norman Historic District, the Norman Public Library, the Santa Fe Depot, the United States Post Office, and the Moore-Lindsay House, which also served as the Norman and Cleveland County Museum. The University of Oklahoma's Bizzell Library is a National Historic Landmark. Several festivals, including the Medieval Fair, Jazz in June, and 89er's Day Festival, are annually held in Norman. The city of Norman had experienced a large population growth after 2000, registering 110,925 residents in the 2010 census.

Today, OU and the City of Norman are still making history. The Norman campus has an enrollment of approximately 22,000. And Norman was recently recognized as one of the most progressive cities in the state and the Norman Public School System was acknowledged as the top school system in Oklahoma. Currently, Norman is involved in a downtown revitalization project as well as a project that will guide Norman and its citizens into the 21st century. The Norman 2020 plan was designed to address future population growth and infrastructure problems and offer solutions to solve these problems before they occur.

Sources:

1. Larry O'Dell, "Norman," The Encyclopedia of Oklahoma History and Culture, www.okhistory.org/publications/enc/entry.php?entry-NO006
2. (1987-1988), Architectural/Historic Survey of Norman, Oklahoma. University of Oklahoma, College of Architecture Design/Research.
3. "About the City," City of Norman, Building an Inclusive Community. https://www.normanok.gov/content/about-city.

History of Norman's Historic Districts

8.5.1 Chautauqua Historic District

The Chautauqua Historic District is an eight block area that includes around 370 structures.

Location

Norman's Chautauqua Historic District is located one block west of The University of Oklahoma campus in central Norman. Chautauqua is a tree-lined, residential neighborhood built primarily between the years 1903 and 1940. The district includes properties facing Chautauqua and Lahoma Avenues between Symmes Street on the north and Brooks Street on the south.

Early History and Prominence

Chautauqua District's architecture and environment represent a unique time period in Norman's history. Stately residences lining the streets reflect the status of the university deans and faculty and other prominent individuals who helped shape early development of the city. The mature trees lining Lahoma and Chautauqua Avenues reveal early settlers' commitment to turn a town on the prairie into a leafy burg.

By the end of World War I, Norman was firmly established and The University of Oklahoma was growing apace. Acceleration in Chautauqua's development was tied closely to the growth of the university, which grew nearly eight-fold between 1911 and 1931. During the 1920s, farmland on the west side of campus began being platted and Chautauqua became the neighborhood of choice for faculty. At one time, the 500 block of Chautauqua Avenue was known as "Dean's Row," with five college deans living practically side by side.

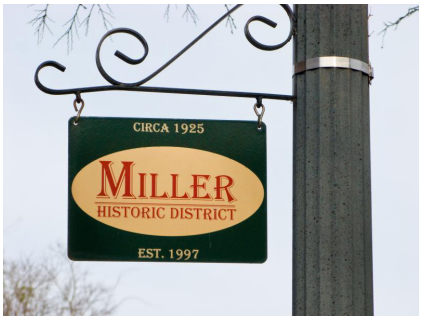
Design

Architecturally, Chautauqua is very eclectic. This eight-block district includes almost every architectural style prevalent during the first quarter of the 20th century. Bungalows are most prominently represented; however, Tudor Revival and Minimal Traditional are also quite prevalent. The district also includes fine examples of Prairie, Colonial Revival, Spanish Eclectic, Neoclassical Revival, and even one example of Queen Anne style.

Historical Significance and Designation

In 1988, the Chautauqua neighborhood was one of six Norman neighborhoods surveyed by The University of Oklahoma for historical significance. The original survey included nearly thirty blocks that were determined eligible for listing in the National Register of Historic Places.

After numerous public discussions over a two-year period, the original 30-block district was drawn ever smaller until 80% of the property owners in the area agreed to the district designation. Today, the Chautauqua Historic District includes eight of those thirty blocks and represents the heart of the neighborhood. The Chautauqua District is considered significant for its architectural merits and includes around 370 structures.



The Miller Historic District includes 14 blocks and approximately 235 structures.

National Register Listing in Chautauqua

Chautauqua District includes an individual house listing in the National Register of Historic Places. The Oscar B. Jacobson House (NR 1986), located at 609 Chautauqua, was constructed in 1921. A simplified yet elegant example of Italian Renaissance Revival style, its one-story configuration is unusual. Its features include a flat roof, a stuccoed exterior, a recessed entry, widely overhanging eaves, and the use of clay roof tiles. The structure is now home to the Jacobson House Native Art Center.

Miller Historic District

Location and Platting

Miller Historic District is identified by a distinctive gateway: "the Miller Rock" at the confluence of Classen Blvd. and Miller Avenue.

Bounded by Symmes, Classen Boulevard, Miller Lane, and a line just south of Emelyn Street, the fourteen-block Miller Historic District was dedicated as Norman's second local Historic District in 1997. The Miller Historic District has an unusual form for cities of the Great Plains: the westernmost blocks of the district parallel the railroad tracks; the remaining blocks follow the cardinal points of the compass, a pattern that came to dominate the later development of Norman. These juxtaposed orientations create an intriguing collection of lot shapes and sizes. Overall, the Miller District forms a distinct triangle in the heart of Norman.

Early History and Prominence

On February 26, 1903, the *Norman Transcript* declared "there is no room for argument on the proposition that the Classen-Miller addition to Norman, which will be placed on the market next week, offers some of the finest residential lots in the city." For several weeks, *The Transcript* ran full-page ads expounding the virtues of the Classen-Miller area. It was noted for its proximity to the city's business district, its convenient access to the railroad, and its closeness to The University of Oklahoma. The area was well drained, the streets were graded, and trees had been planted. "An ideal place for a home," the *Norman Transcript* proclaimed. Lot prices ranged from $30 to $75.

Though construction began immediately after the Classen-Miller addition opened, it was not until after World War I that the neighborhood began to be fully developed. During the 1920s, Classen-Miller began developing as an exclusive neighborhood for university faculty and Norman business leaders.

Design

Nearly half the structures in the Miller District are classified as Bungalow/Craftsman, the comfortable, down-to-earth American style that flourished from coast to coast for the first four decades of the 20th Century. The neighborhood also includes a fine collection of Minimal Traditional, Colonial Revival, National Folk, and Tudor Revival style structures. The Miller District includes approximately 235 structures.

Historical Significance and Designation

The historical significance of the Miller Historic District is two-fold. The neighborhood played a significant role in the urban development of the city, and it is architecturally significant for its eclectic collection of residential architecture built between 1910 and 1938. An estimated 95 percent of neighborhood structures built between 1910 and 1938 remain standing, and approximately 90 percent of these retain their architectural integrity. The Miller District's period of significance is 1903-1949. In 2003, the Miller District was determined to be eligible for the National Register of Historic Places.

The Classen-Miller neighborhood was one of six Norman neighborhoods surveyed in 1988 by The University of Oklahoma, though it did not become a historic district until 1997. Concerned about encroachment from neighboring industrial and commercial uses, Miller residents organized themselves and quickly gained support from a clear majority of property owners to become a local historic district.

The area has really experienced few significant changes since 1938, so initial survey boundaries were similar, though not identical to the original plat of the Classen-Miller Addition. Like the Chautauqua District before it, the final boundaries of the Miller Historic District encompass what is considered the heart of the neighborhood.

Southridge Historic District

Location

Southridge Historic District is located directly south of the Classen-Miller District and encompasses an area roughly bounded by Macy Street on the north, Shawnee Street on the south, Classen Boulevard on the west and Oklahoma Avenue on the east.

Early History and Prominence

Taking advantage of Norman's 1920's population boom, the Miller family opened a new residential addition, the Southridge Addition, in October 1922.

The Southridge Historic District is comprised of 156 properties and Earl Sneed Park. The Southridge District was platted in 1922 with the majority of development occurring between the 1920s and 1950. This tree lined neighborhood is located eleven blocks south of downtown district and three blocks east of the university.

Convenient to The University of Oklahoma and downtown business district, the Southridge District attracted many notable citizens of Norman and The University of Oklahoma. Today Southridge continues to be a vibrant residential neighborhood with charming historic character.

Its largest decade of growth was between 1931-1940 with the construction of approximately sixty-seven buildings. The advent of World War II escalated the demand for housing in Norman as military students, frequently with their families, came in droves to attend the Naval Training School and subsequently the Naval Air Station.

Design

The dominant architectural styles in Southridge District are Tudor Revival and Colonial Revival, which were popular in the 1920s and 1930s across Oklahoma. There are nine blocks in this district, covering an area of approximately 39 acres.

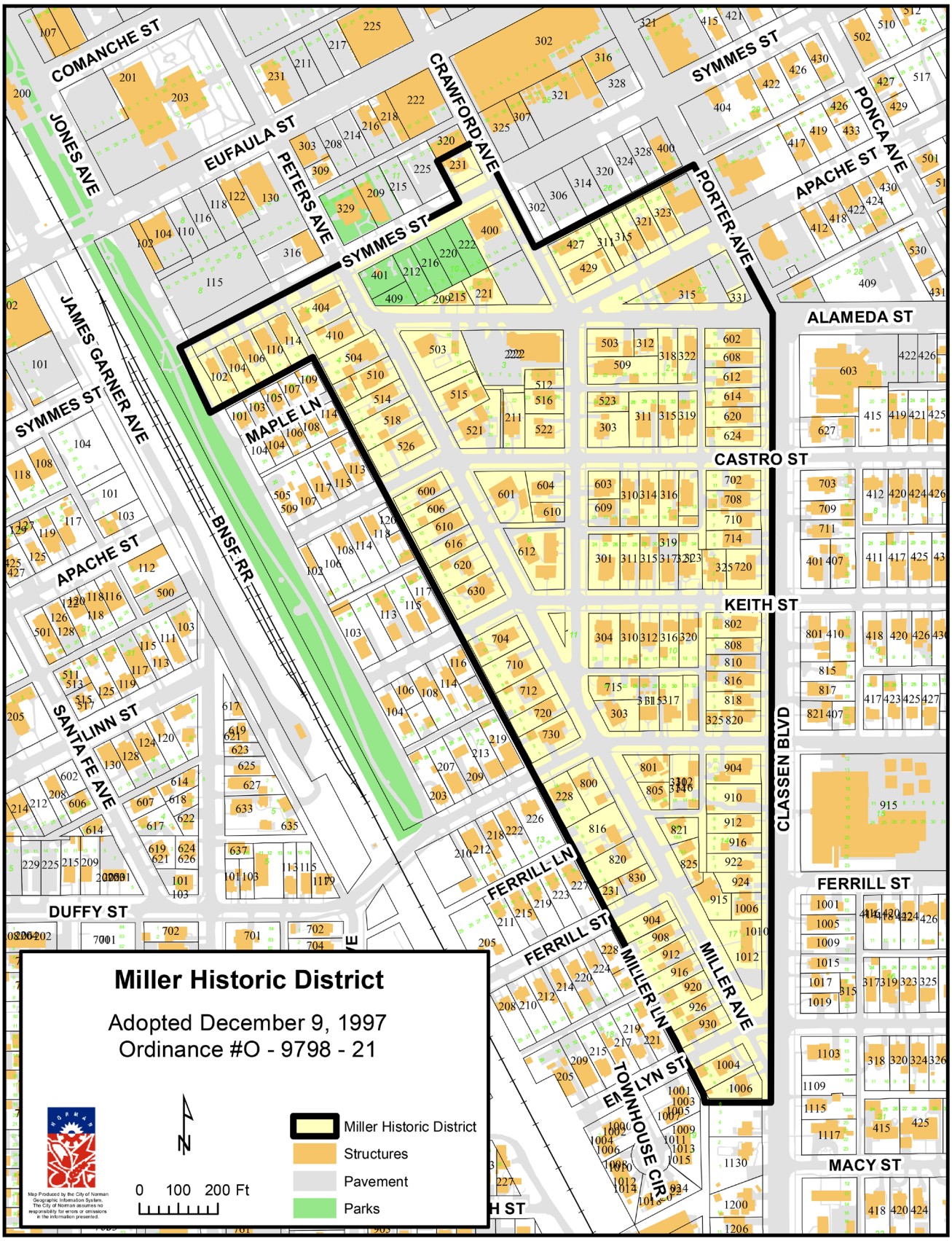
Historical Significance and Designation

The Southridge Historic District was established on October 11, 2016, and expanded on June 26, 2018.

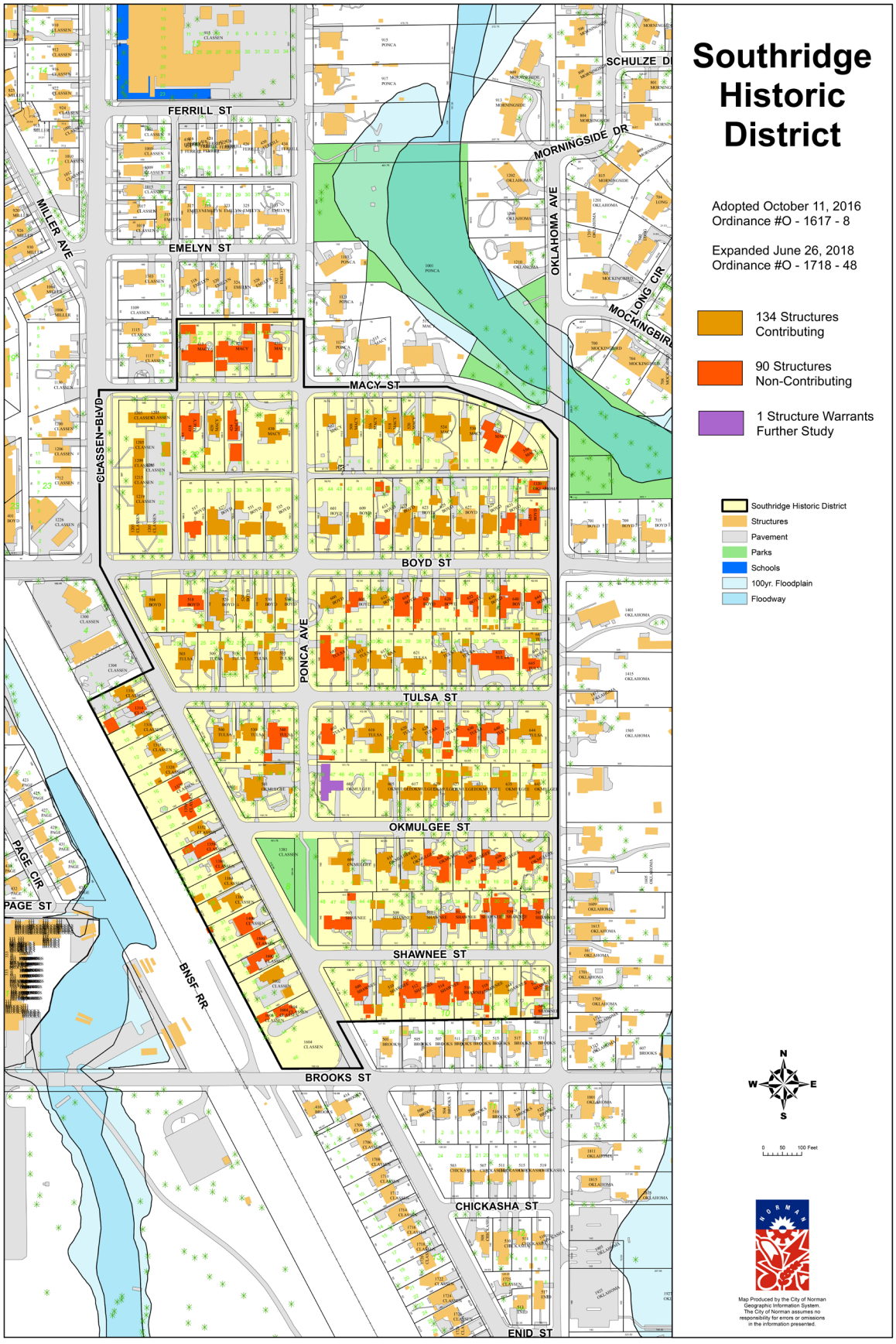
Maps of Norman's Historic Districts

8.6.1 Chautauqua Historic District

Miller Historic District



Southridge Historic District



Prominent Architectural Styles in Norman's Historic Districts

Craftsman Bungalow

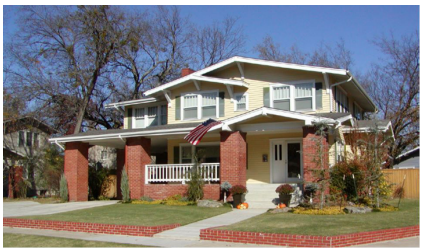
The Miller, Chautauqua, and Southridge Historic Districts each boast a fine array of residential architecture from the first half of the 20th century. With buildings that date from around 1903 through 1945, these districts illustrate the evolution of vernacular residential architecture in Oklahoma from the dawn of the 20th century through the end of World War II.

Most, though not all, structures in the Miller, Chautauqua and Southridge Districts fit well into well-known architectural categories. On the following pages are brief descriptions of the most prevalent styles found throughout Norman's designated Historic Districts.

Tudor Revival

Colonial Revival

Craftsman Style

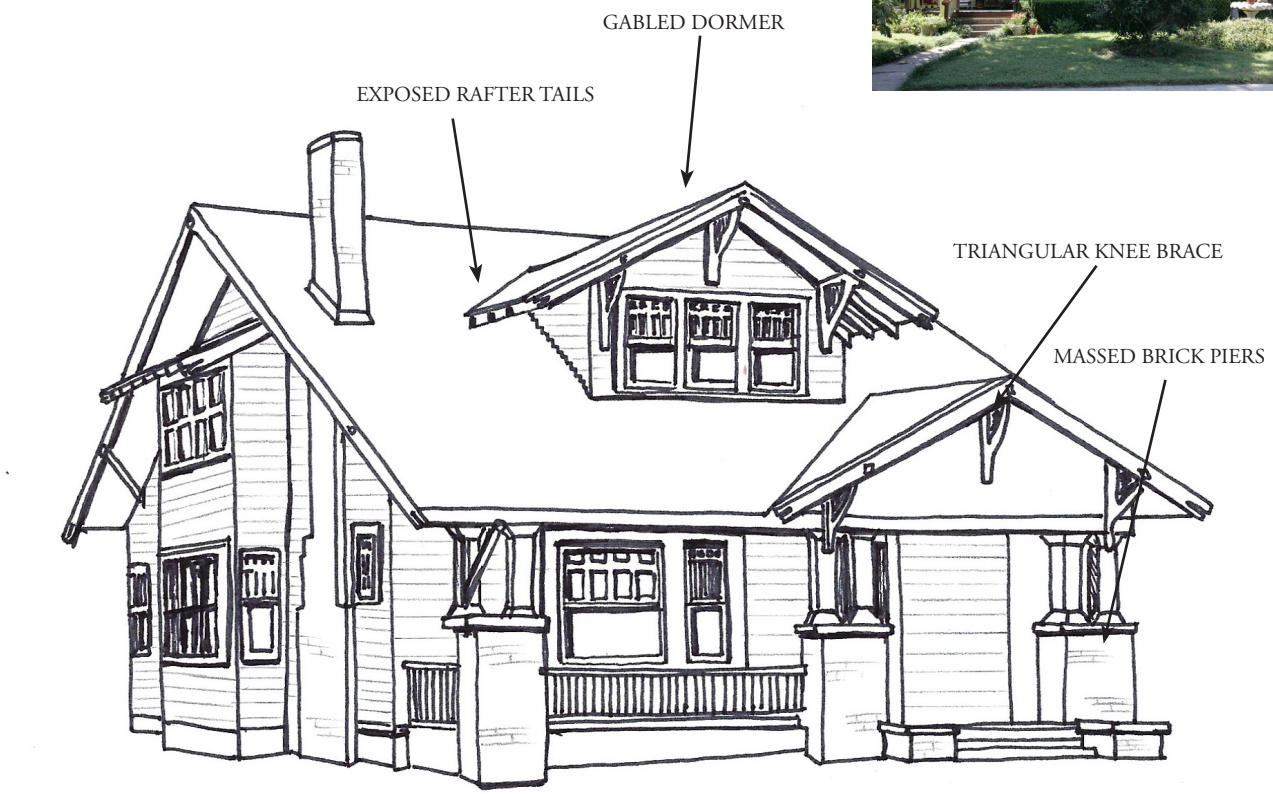


Craftsman style originated in Southern California and spread like wildfire across America through magazines and catalogues. A complete departure from the formal Victorian styles of the previous era, Craftsman houses offered an open floor plan which drew its inspiration from the English Arts and Crafts movement.

The Craftsman style differs slightly from the Bungalow, though both styles share characteristics.

Characteristics:

- Exposed rafter tails;
- Triangular knee braces under the eaves;
- Massed brick, stone, or stuccoed piers;
- Wooden porch columns;
- Often have two stories;
- Wide, wooden cornice boards;
- Wooden belt courses dividing the upper floors from the lower;
- Large, gabled dormers, and intersecting gabled roofs;
- Natural or local materials such as stone, or heavily applied stucco.

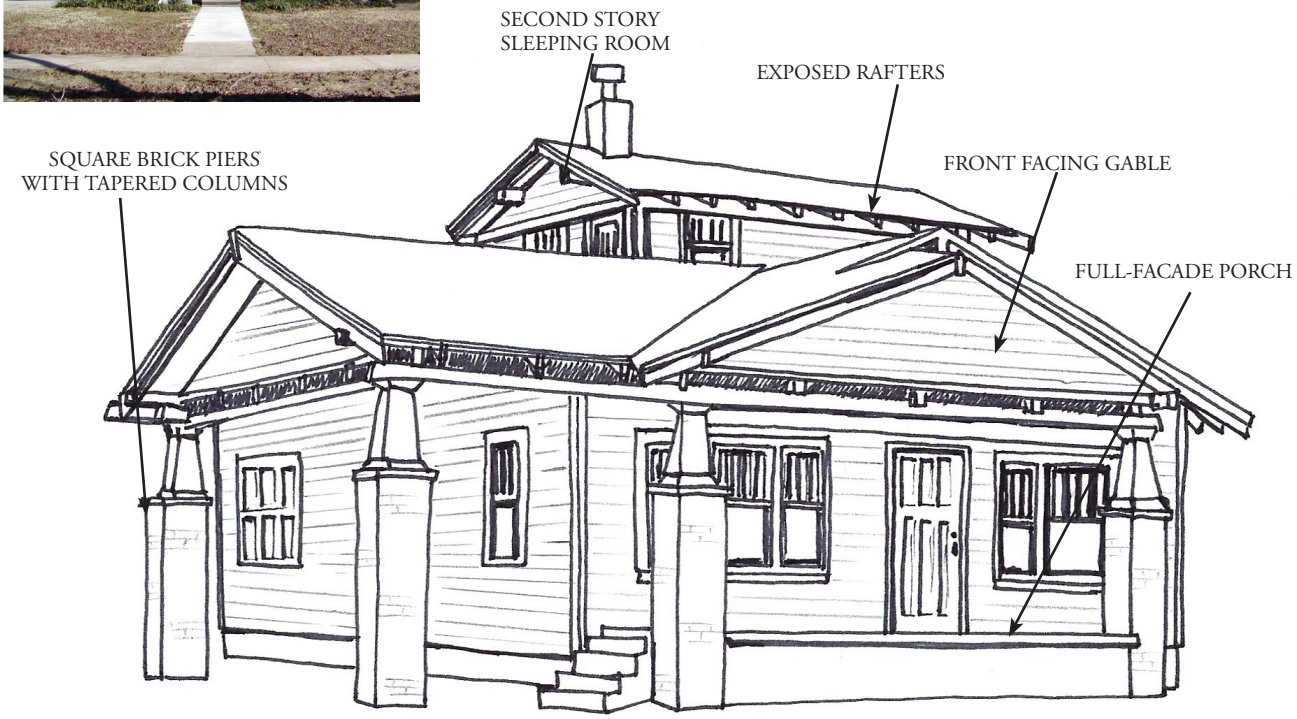


Bungalow Style

One-story Craftsman-style houses are often referred to as Bungalows. Throughout the country, these structures were ubiquitous between 1900 through the 1940. They were economical to build, easy to live in, and could be easily expanded as family size grew. The presence of Bungalows provides a strong sense of design continuity throughout both Miller and Chautauqua Districts.

Characteristics:

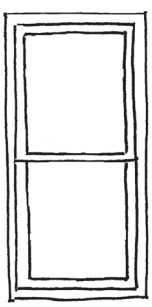
- One-story with a front-facing gable roof;
- Full-façade porch;
- Exposed rafter tails;
- Triangular knee braces;
- Square brick supporting piers capped with concrete and surmounted by tapered wooden columns;
- An important subtype is the Airplane Bungalow. These are constructed with a centrally placed second-story sleeping room;
- Earlier Bungalows tend to have ornamental concrete block foundations while later Bungalows usually have brick or poured concrete foundations.



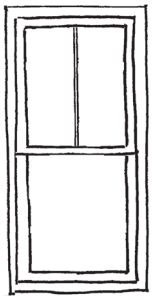
An example of an Airplane Bungalow

Appropriate Elements for the Architectural Style:

Windows



1 OVER 1
DOUBLE HUNG



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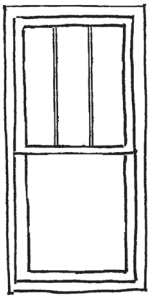

3 OVER 1
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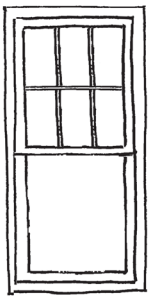

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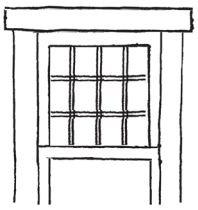
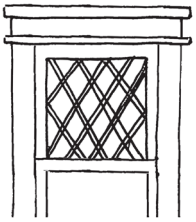
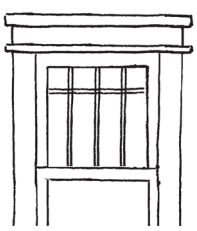
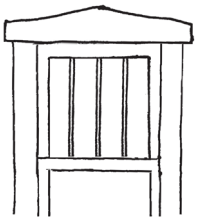
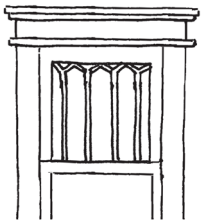
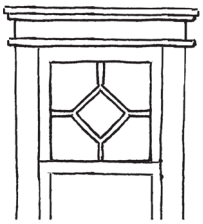


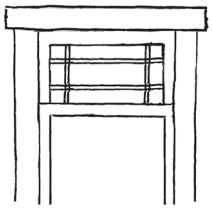


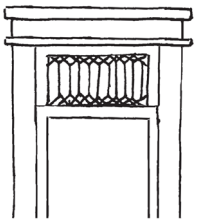




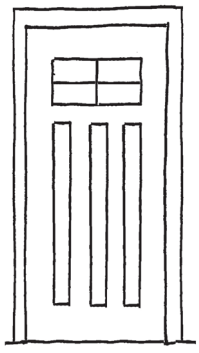


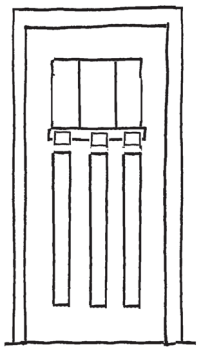


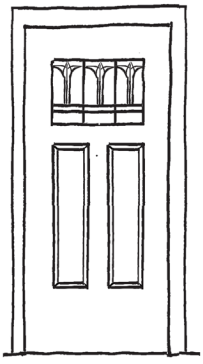


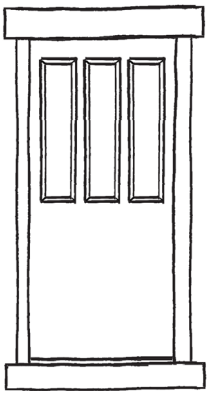


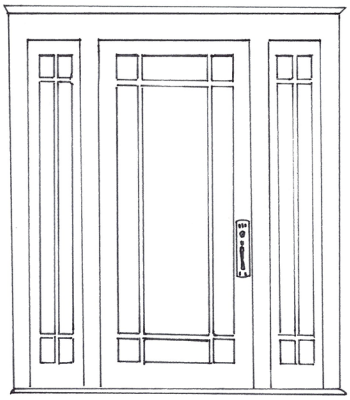
Doors And Entrances











Light Fixtures

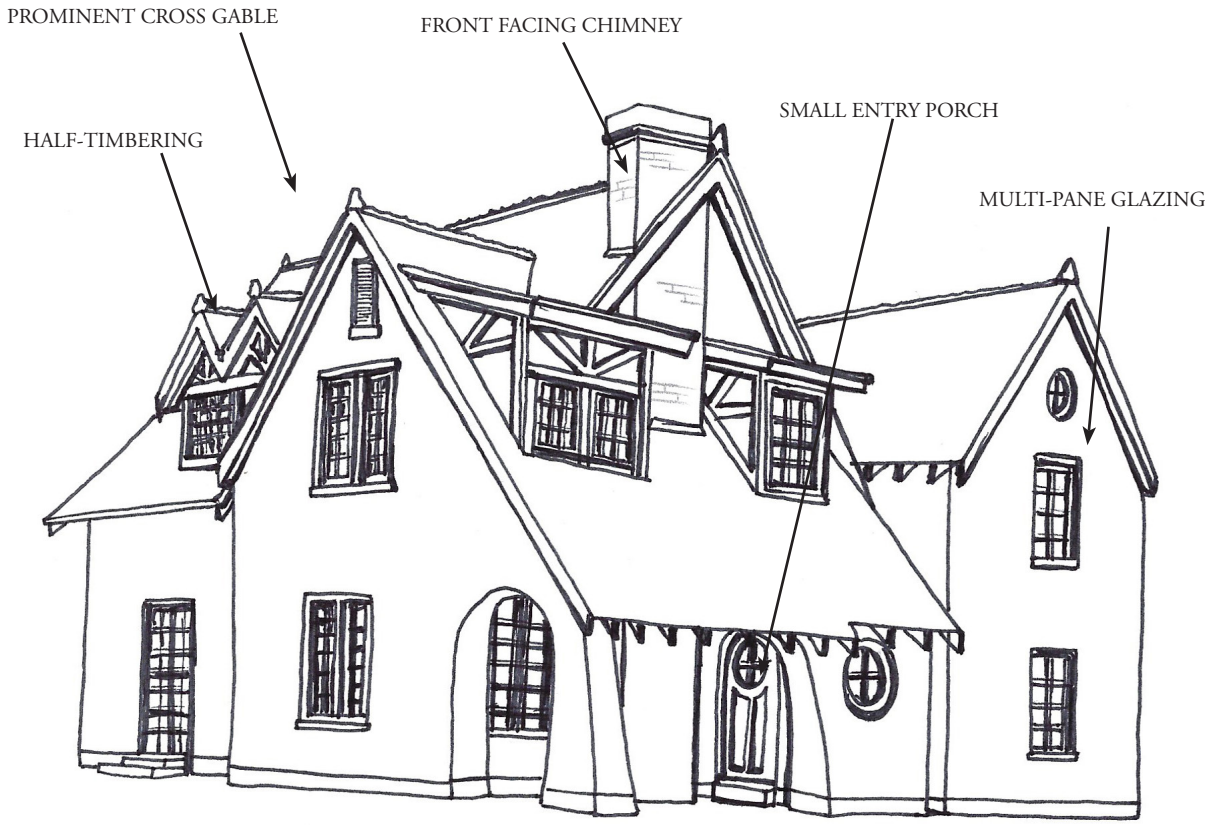
***ALL ELEMENTS FOUND IN BOTH CRAFTSMAN AND BUNGALOW STYLES**

Tudor Revival Style

Tudor Revival style is prevalent in both Miller and Chautauqua Historic Districts. After World War I this style became enormously popular as new construction technologies allowed brick and stone veneer to be applied to frame buildings.

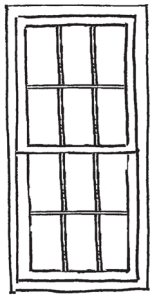
Characteristics:

- Steeply pitched roofs;
- Usually side-gabled with one or more prominent cross gables;
- Windows usually appear very tall and narrow in multiple groups and multi-pane glazing;
- Walls typically clad with stucco, brick, or wood and feature false half-timbering;
- Front façade porches are generally either small entry porches or absent;
- Side porches are common;
- Front facing chimneys with chimney pots;
- Round arched doorways with heavy doors are common;
- Windows commonly located on or below the dominant front gable(s).

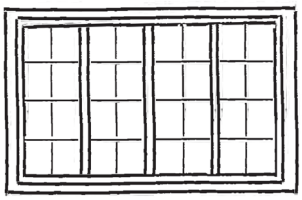


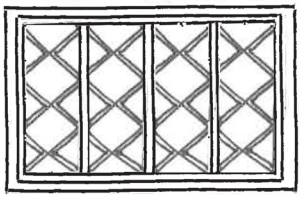
Appropriate Elements for the Architectural Style:

Windows

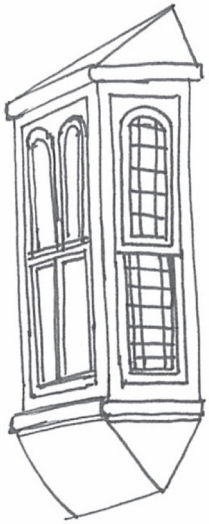


6 OVER 6
DOUBLE HUNG



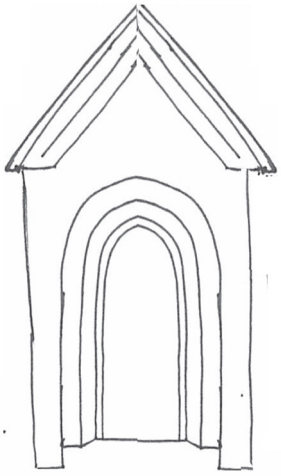


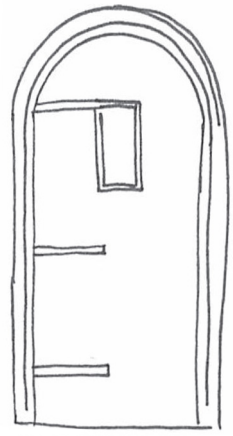
CASEMENT

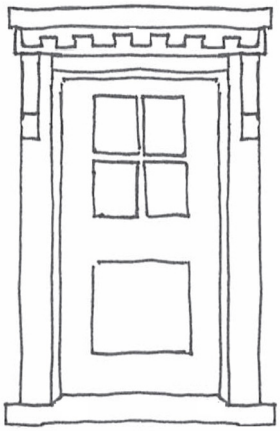


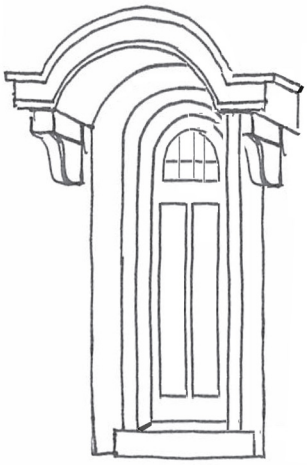
ORIEL

Doors And Entrances









Light Fixtures

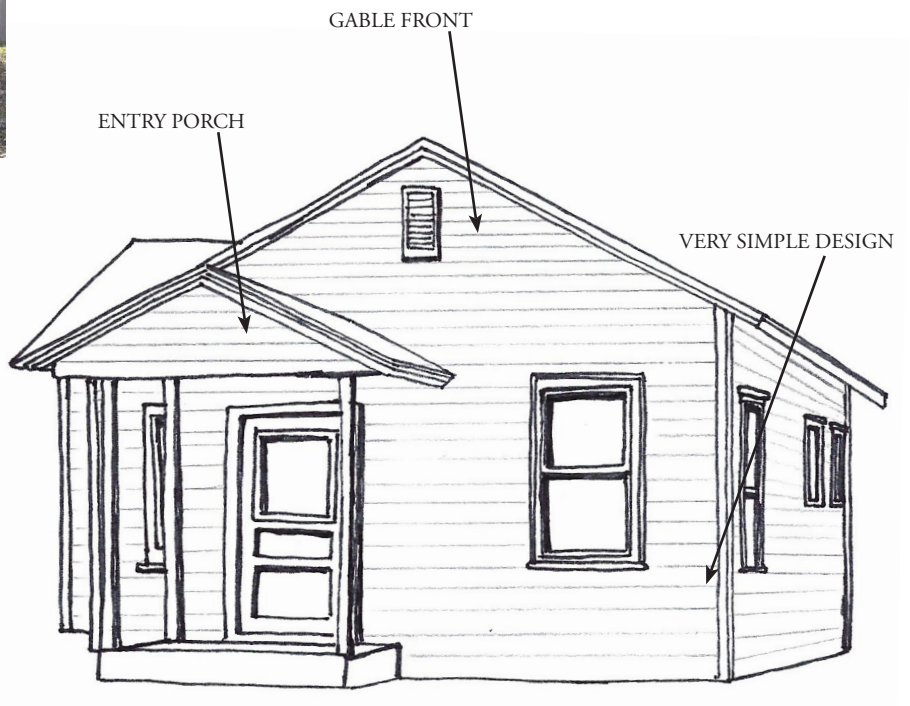
National Style

Popular between 1890 and 1950, National style is perhaps the oldest architectural style in Norman's historic districts. Not connected to any particular classical style of architecture, National style responded to the constraints of locally available materials and the need for economical buildings.

Between 1890 and 1910, many one-and two-story side-gable houses were constructed throughout Norman. Front-gable and wing houses were also very popular. Many of Norman's alley houses are also classified as National style. Originally built to rent to students and faculty from the university, this simple one-and-two-story style was later used during the 1940s for war housing.

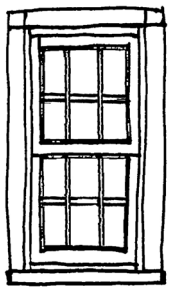
Characteristics:

- Very simple design;
- No ornamentation;
- The porch is often the most decorative element;
- The house shape is the National style's first distinguishing feature and includes forms such as gable-front, gable-front-and-wing, hall-and-parlor, side-gabled houses, pyramidal houses, and I-shaped plans;
- The modest shotgun house is an example of National style.

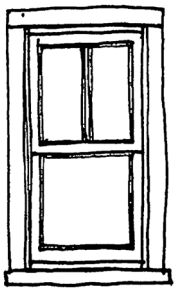


Appropriate Elements for the Architectural Style:

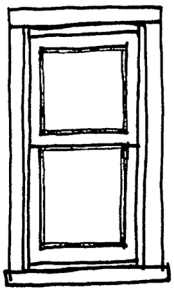
Windows



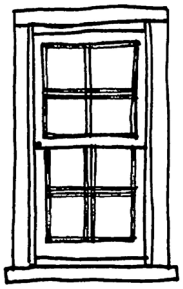
6 OVER 6
DOUBLE HUNG



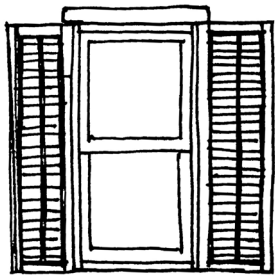
2 OVER 1
DOUBLE HUNG



1 OVER 1
DOUBLE HUNG

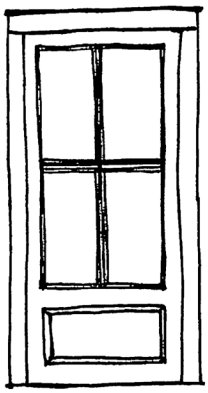


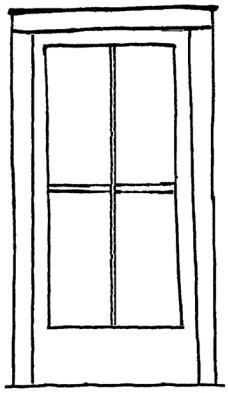
4 OVER 4
DOUBLE HUNG



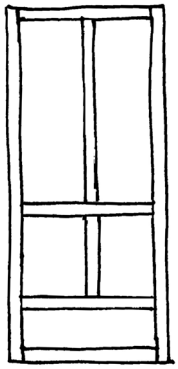
1 OVER 1
DOUBLE HUNG
WITH SHUTTERS

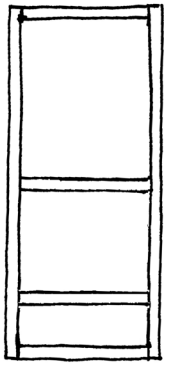
Doors And Entrances





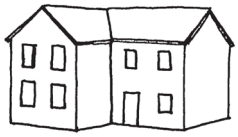
Screen Doors





House Shapes

GABLE-FRONT



GABLE-FRONT &
WING (L SHAPED)

HALL & PARLOR

I-HOUSE

MASSED-PLAN
SIDE-GABLED

PYRAMIDAL

Colonial Revival Style

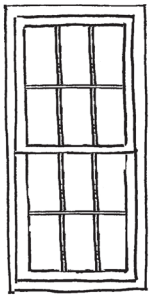
Colonial Revival style structures, common between 1889 and 1955, are scattered throughout Miller and Chautauqua Historic Districts. Most examples built after 1910 have side-gabled roofs.

Characteristics:

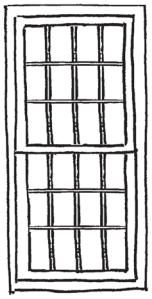
- They are distinguished by their symmetrical, rectangular shape;
- Generally two stories;
- Accentuated front door;
- Decorative crown or pediment supported by pilasters;
- Entry porch with classical columns;
- Fanlights and sidelights;
- Were constructed of both brick and wood;
- Often decorated with shutters.

Appropriate Elements for the Architectural Style:

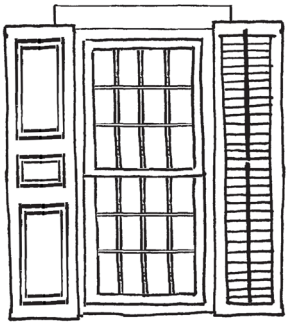
Windows



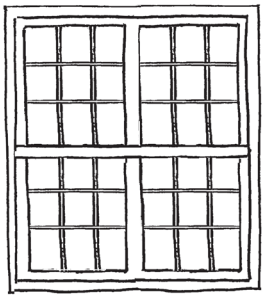
6 OVER 6
DOUBLE HUNG



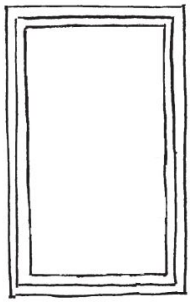
12 OVER 12
DOUBLE HUNG



12 OVER 12
DOUBLE HUNG WITH
MOST COMMON
SHUTTERS

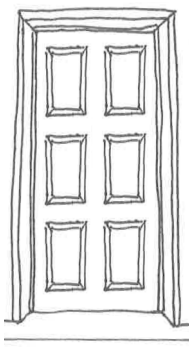


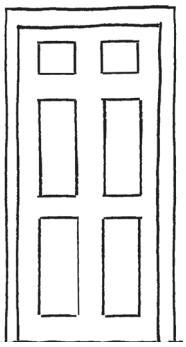
PAIRED WINDOWS

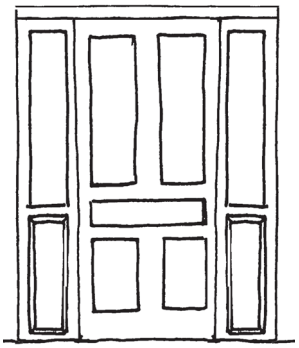


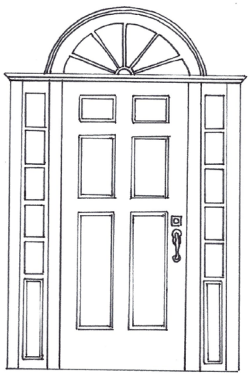
CASEMENT
(OPENS LIKE A DOOR)

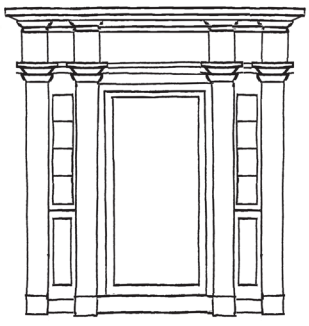
Doors And Entrances

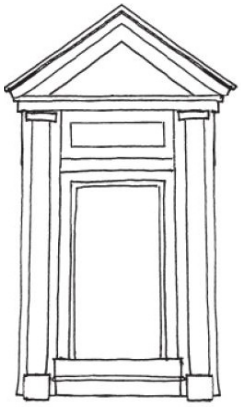


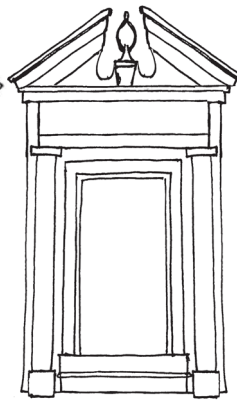


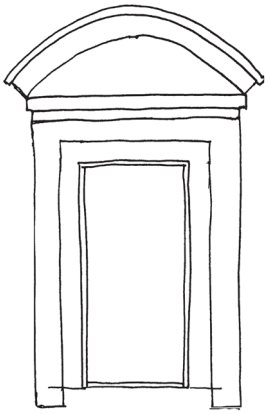




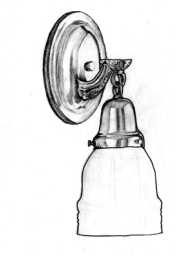


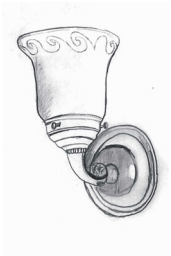






Light Fixtures





Prairie Style

Developed in Chicago by Frank Lloyd Wright and Louis Sullivan, Prairie style is regarded as one of the few truly American styles of architecture and became very popular between 1900 and 1920.

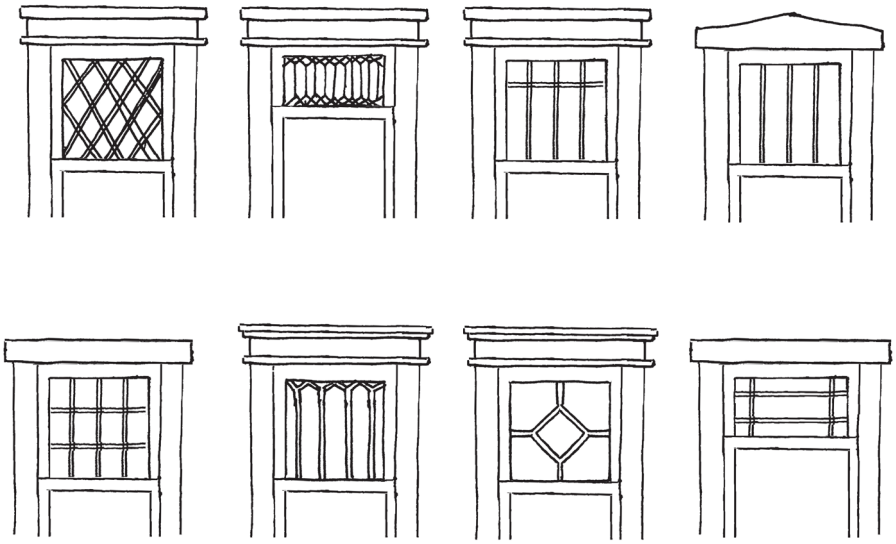
A simplified version of Prairie style, known as the American Foursquare, was perhaps the most popular subtype, particularly in the Midwest. Although common in urban settings, it was one of the preferred styles of farm families on the Plains.

Characteristics:

- Distinctive horizontal lines;
- Hipped roofs;
- Wide eaves;
- Massive square porch supports;
- Contrasting caps on porch and balcony railings;
- Contrasting wood trim between stories;
- Horizontal siding;
- Use of contrasting colors.

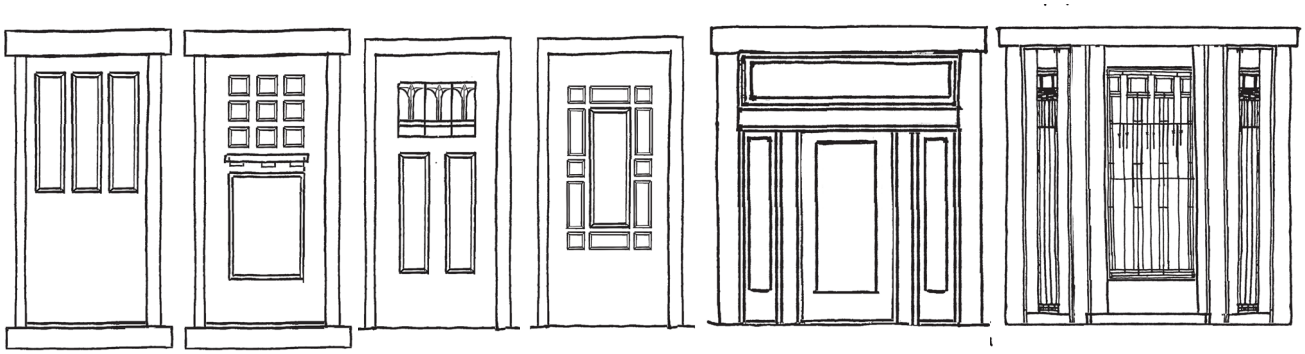
Appropriate Elements for the Architectural Style:

Windows

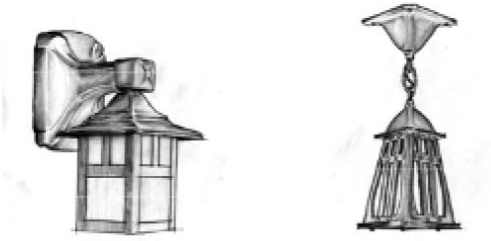


WRIGHTIAN
ANGULAR GEOMETRIC

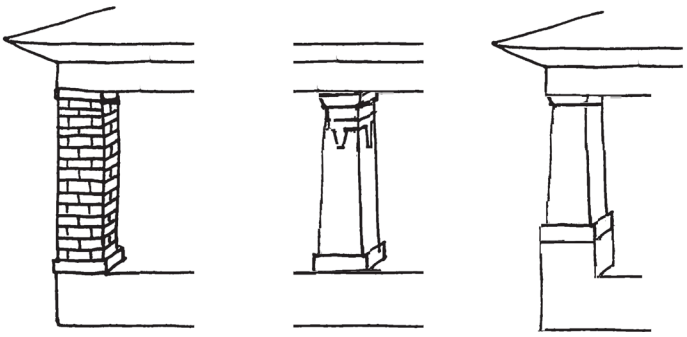
Doors And Entrances



Light Fixtures



Common Porch Supports

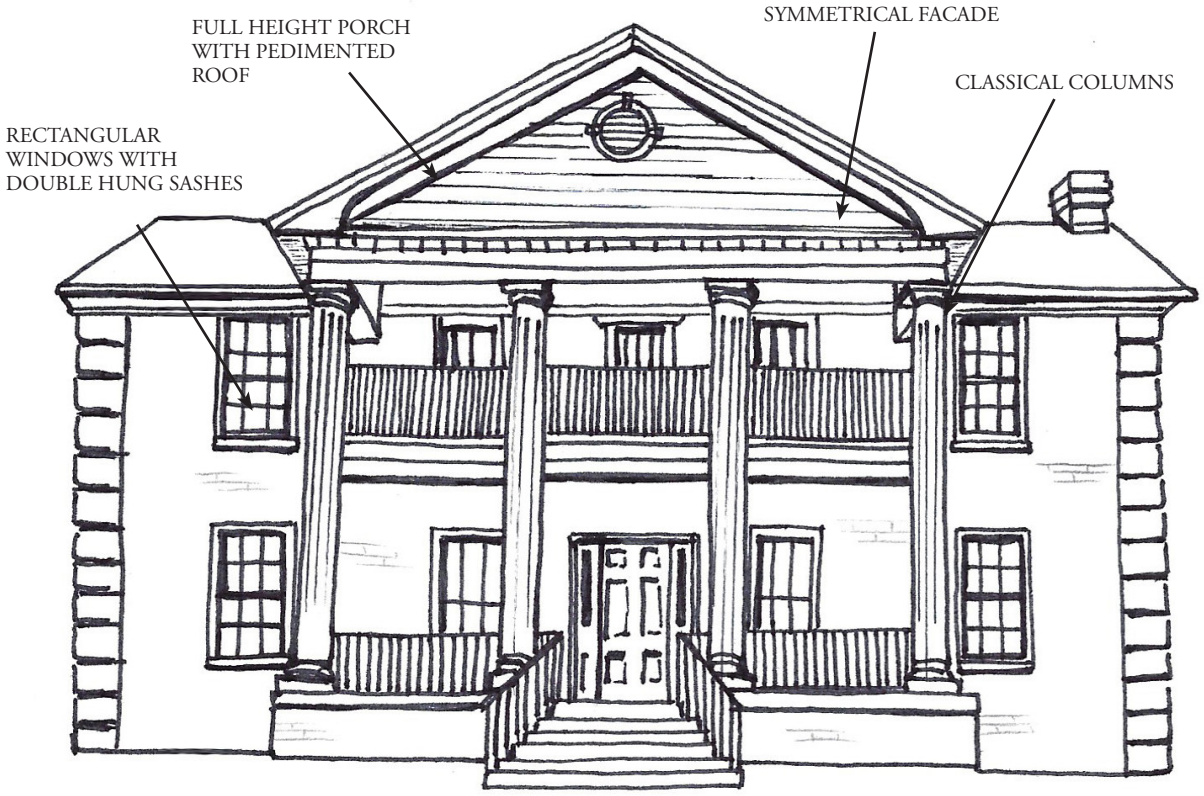


Neoclassical Style

The Neoclassical style dominated domestic architecture throughout the country during the first half of the 20th century.

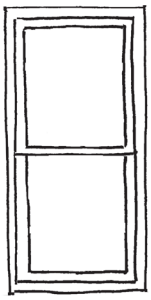
Characteristics:

- Full height porch with roof supported by classical columns with Ionic or Corinthian capitals;
- Symmetrical façade, centered door and balanced windows;
- Subtypes have central entry porch extending full height but not full width;
- Porch with a gabled roof or pedimented roof;
- Curved semi-circular entry porches with flat roofs;
- Front gable roofs with a full-façade colonnaded porch like miniature Greek temple;
- One story cottages usually have hipped roofs with prominent central dormers with colonnaded porch;
- Elaborate decorative surrounds on doors;
- Rectangular windows with double hung sashes;
- Boxed eave with moderate overhang with the dentils beneath at cornices.

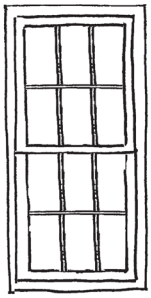


Appropriate Elements for the Architectural Style:

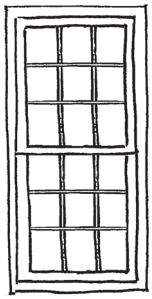
Windows



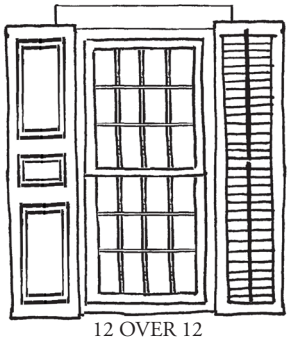
1 OVER 1
DOUBLE HUNG



6 OVER 6
DOUBLE HUNG

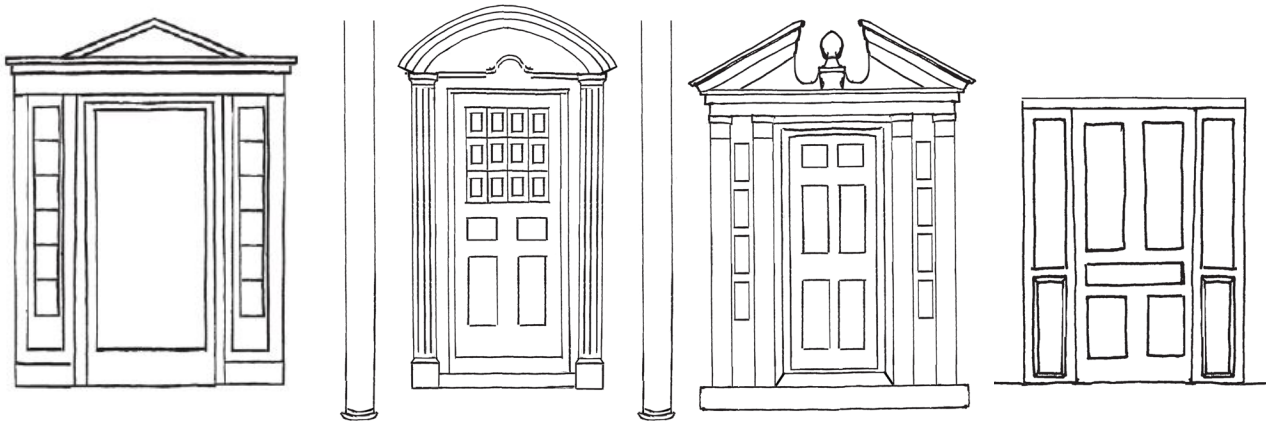


9 OVER 9
DOUBLE HUNG



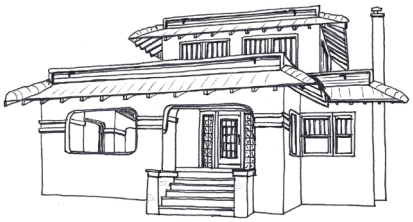
12 OVER 12
DOUBLE HUNG WITH
MOST COMMON
SHUTTERS

Doors And Entrances



Light Fixtures

Spanish Revival Style

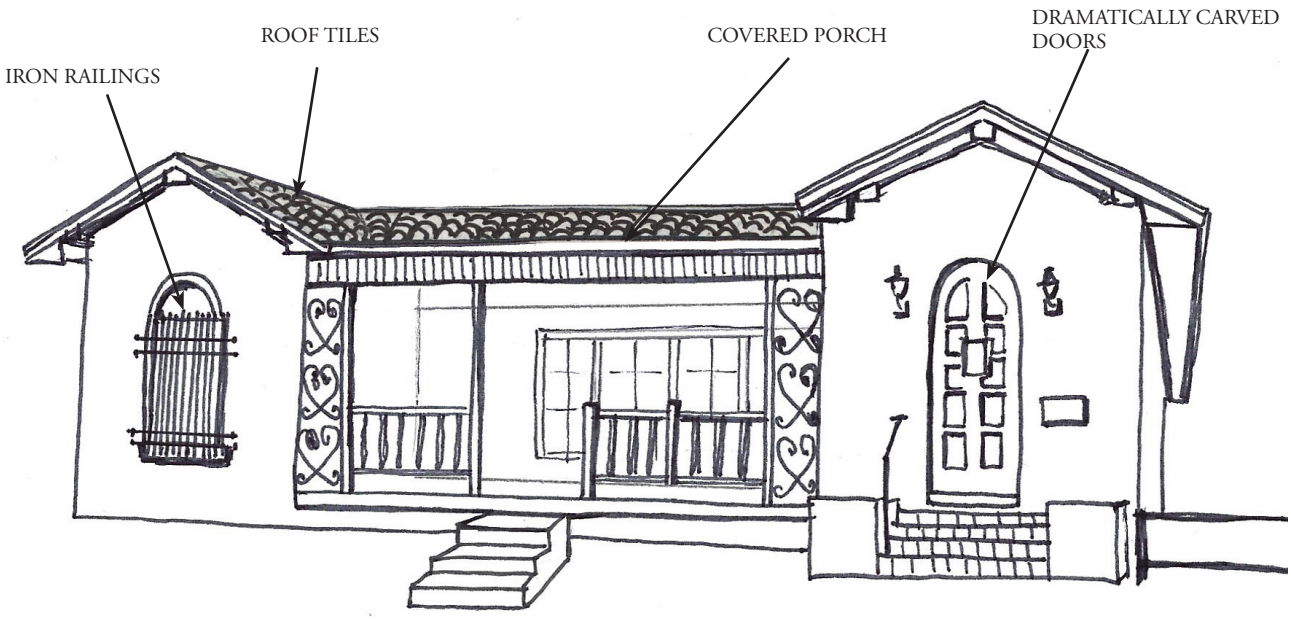


This stucco Craftsman house has strong Spanish Colonial Revival influences.

The style uses decorative details borrowed from the entire history of Spanish architecture. It is most common in the southwestern states, particularly California, Arizona, Texas, and Florida. Before about 1920, houses of Hispanic precedent were based on simple early Spanish missions.

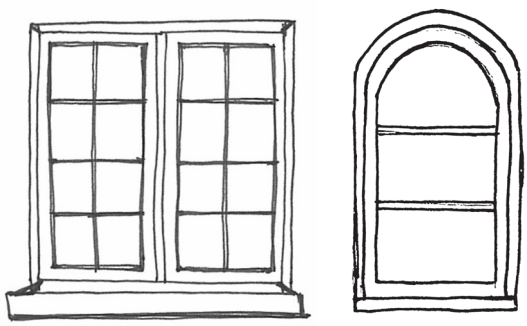
Characteristics:

- Decorative details borrowed from Spanish architecture;
- Roof tiles of two varieties: Mission tiles (half-cylinders) and Spanish tiles (S-curve);
- Dramatically carved doors in high style are more common;
- Less elaborate entrance doors of heavy wood panel are also common;
- Multi-level roofs;
- One or two-story covered porches;
- Canopies clad with terracotta tiles;
- Decorative iron door hardware;
- Balconettes with iron railings the full width of the windows.



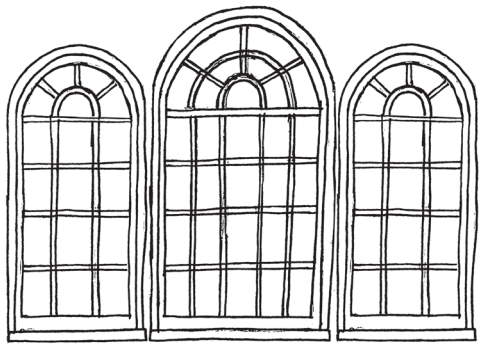
Appropriate Elements for the Architectural Style:

Windows

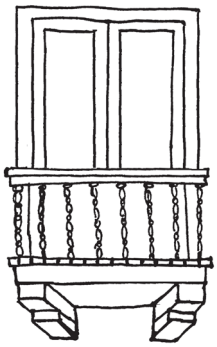


CASEMENT WINDOWS

QUATREFOIL WINDOW

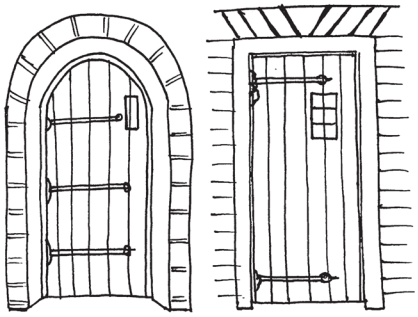


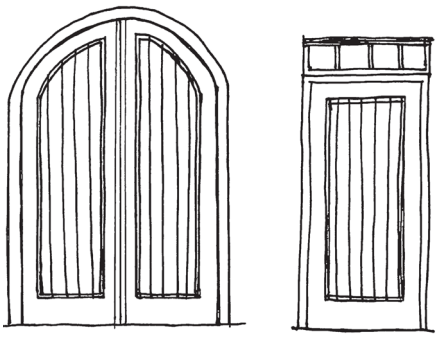
FOCAL WINDOWS



BALCONETTE

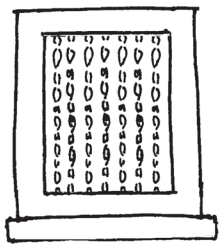
Typical Doors





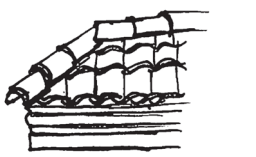
Window Grilles

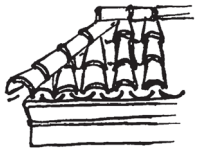
METAL



WOOD

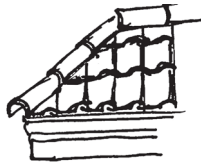
Tile Roof Patterns:

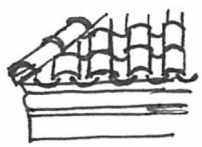




SPANISH TILE

TAPERED MISSION TILE

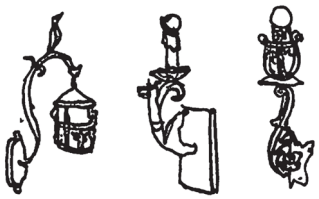


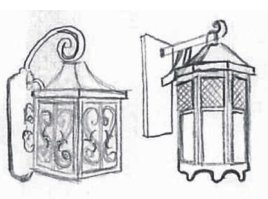


AMERICAN SPANISH TILE

STRAIGHT BARREL MISSION TILE

Light Fixtures



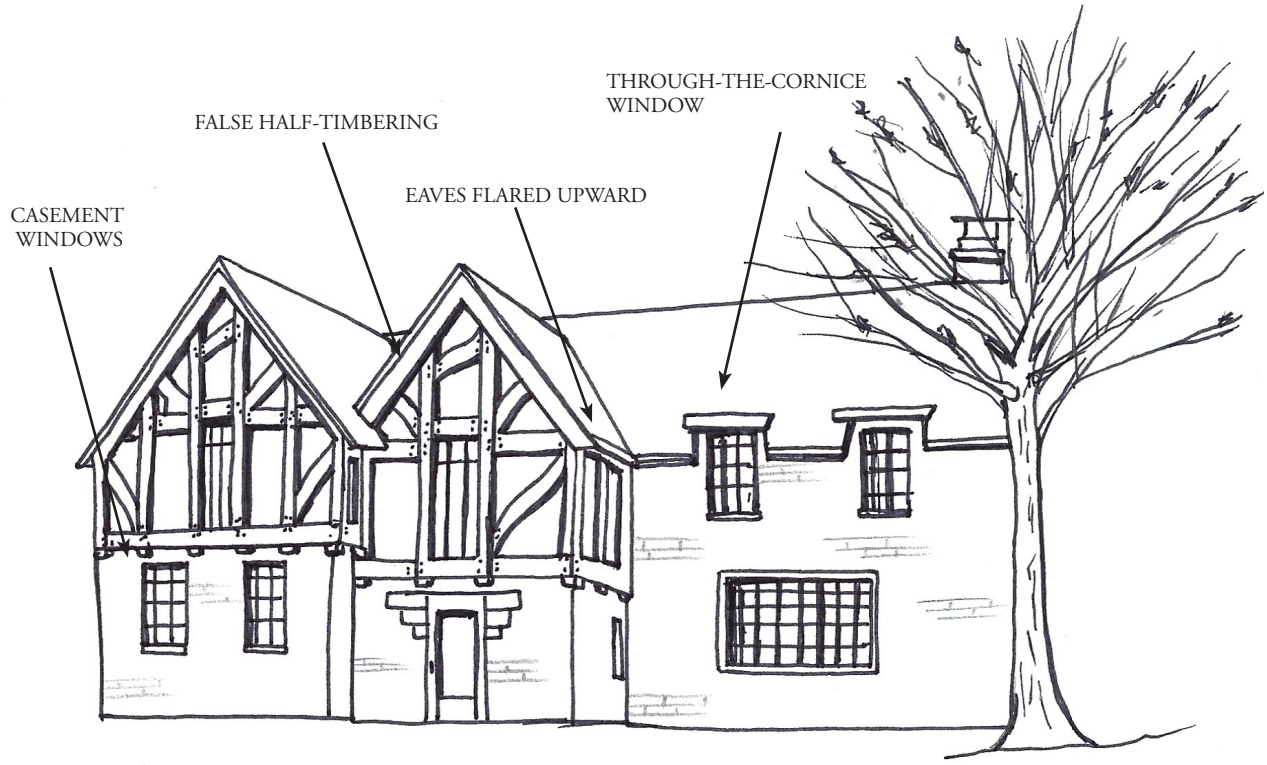


French Eclectic Style

This style began to be somewhat fashionable in the early 1920s, and in 1925 about five percent of the new homes built were French, according to a study of houses published in architectural journals that year. The use of half-timbering with a variety of different wall materials, as well as roofs of flat tile, slate, stone, or thatch, are common to both as a result. French Eclectic houses often resemble the contemporaneous Tudor style based on related English precedent.

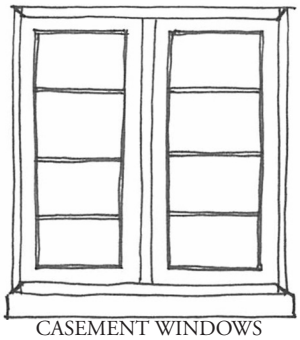
Characteristics:

- Steeply pitched roof;
- Eaves commonly flared upward at roof-wall junction;
- Brick, stone, or stucco wall cladding;
- False half-timbering;
- Overhanging upper stories;
- Through-the-cornice window (breaks roof line);
- Casement windows.

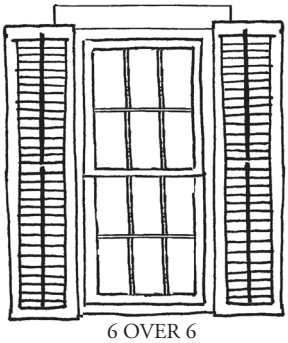


Appropriate Elements for the Architectural Style:

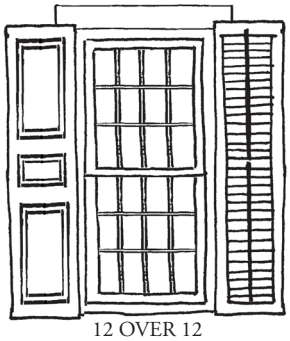
Windows



CASEMENT WINDOWS

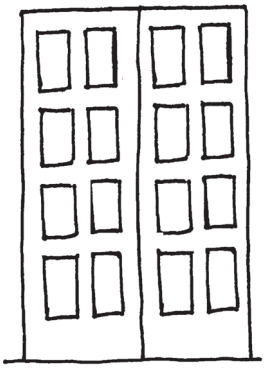


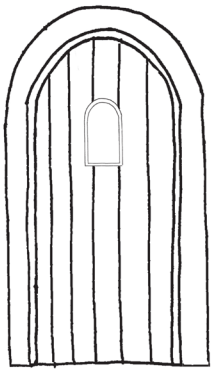
6 OVER 6
DOUBLE HUNG WITH
SHUTTERS

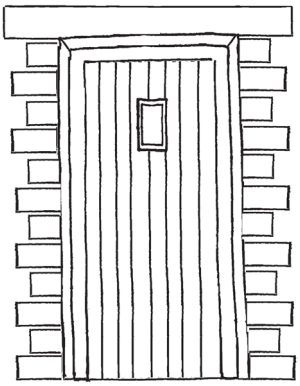


12 OVER 12
DOUBLE HUNG WITH
MOST COMMON
SHUTTERS

Doors And Entrances







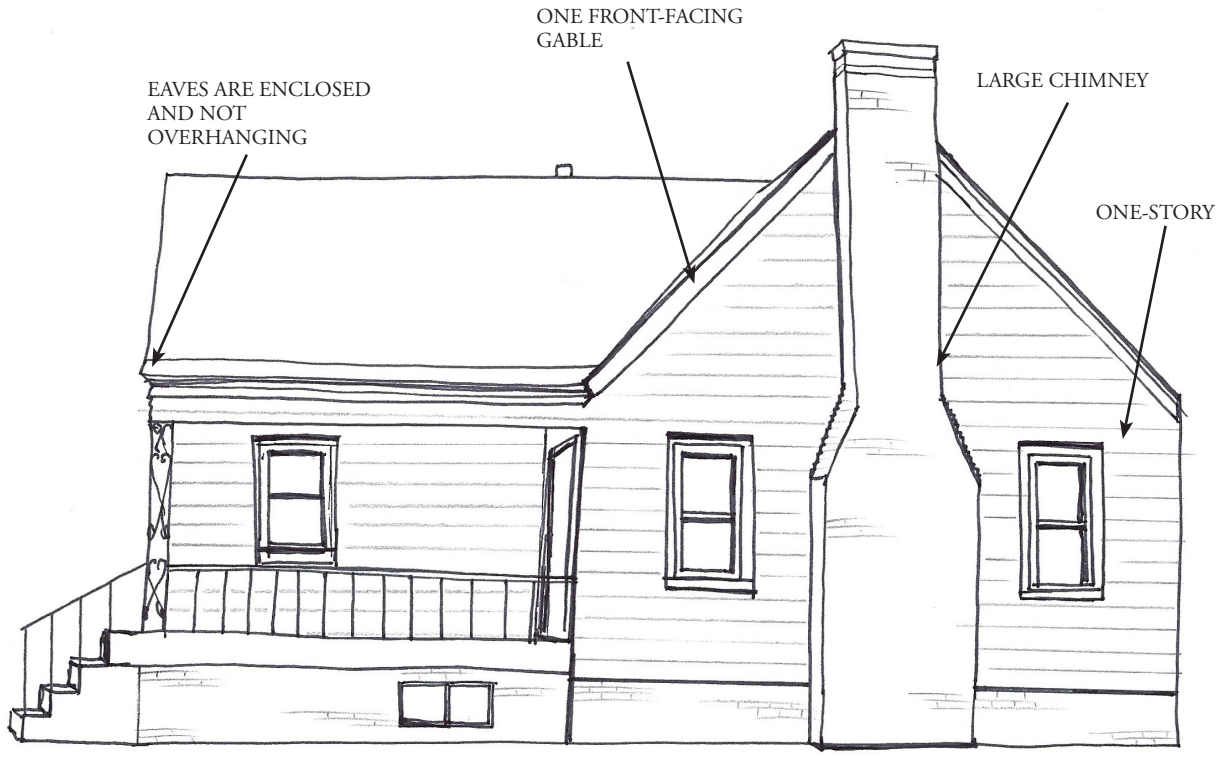
Light Fixtures

Minimal Traditional

During the early 1940s, concentrations were rapidly built where new sites for World War II production plants created an urgent local need for worker housing. These late 1940's developments were necessary to begin to fulfill the wartime GI Bill promise that every returning serviceman would be able to purchase a home.

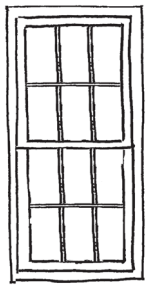
Characteristics:

- Reflects the form of traditional style houses but lacks their decorative detailing;
- Roof pitches are low to intermediate;
- Eaves and rakes are close rather than overhanging;
- Eaves are enclosed;
- Usually but not always there is a large chimney, and at least one front-facing gable;
- Many reflect Tudor cottages with the roofline lowered and detailing removed;
- Most are one-story houses; occasionally two-story examples are seen;
- Most commonly two-story examples have extra detailing.

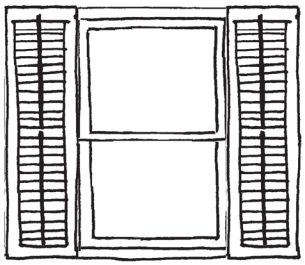


Appropriate Elements for the Architectural Style:

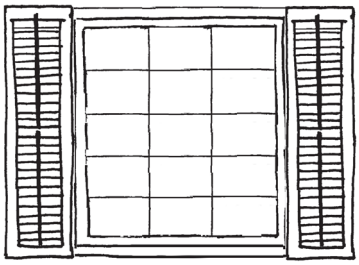
Windows



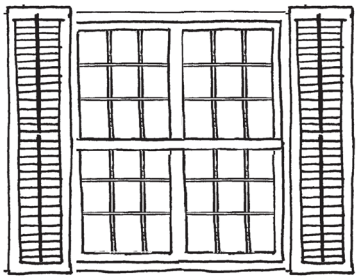
6 OVER 6
DOUBLE HUNG



DOUBLE HUNG
1 OVER 1 WITH SHUTTERS

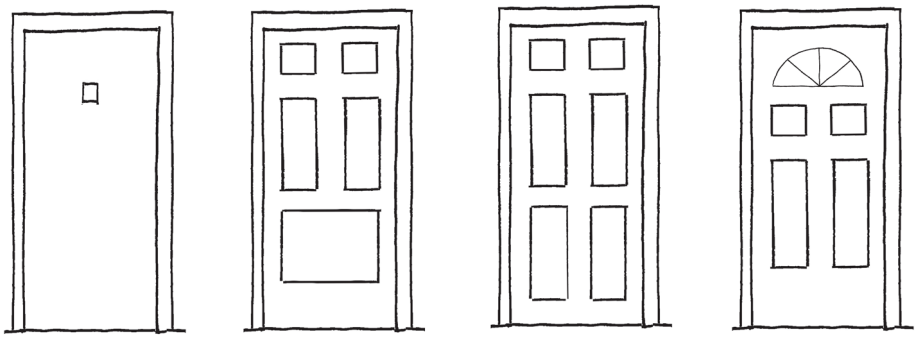


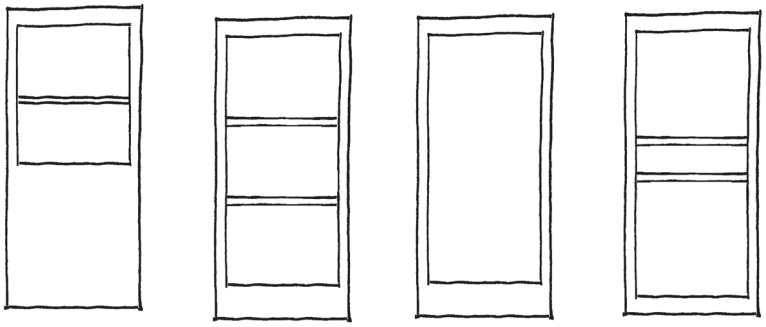
CASEMENT WINDOW
WITH SHUTTERS



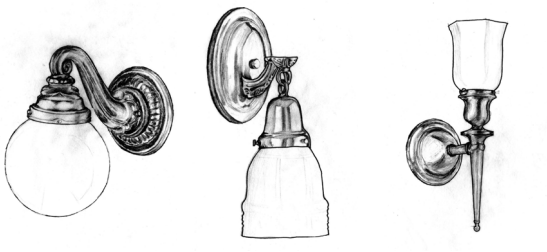
PAIRED WINDOWS
WITH SHUTTERS

Doors And Screen Doors





Light Fixtures

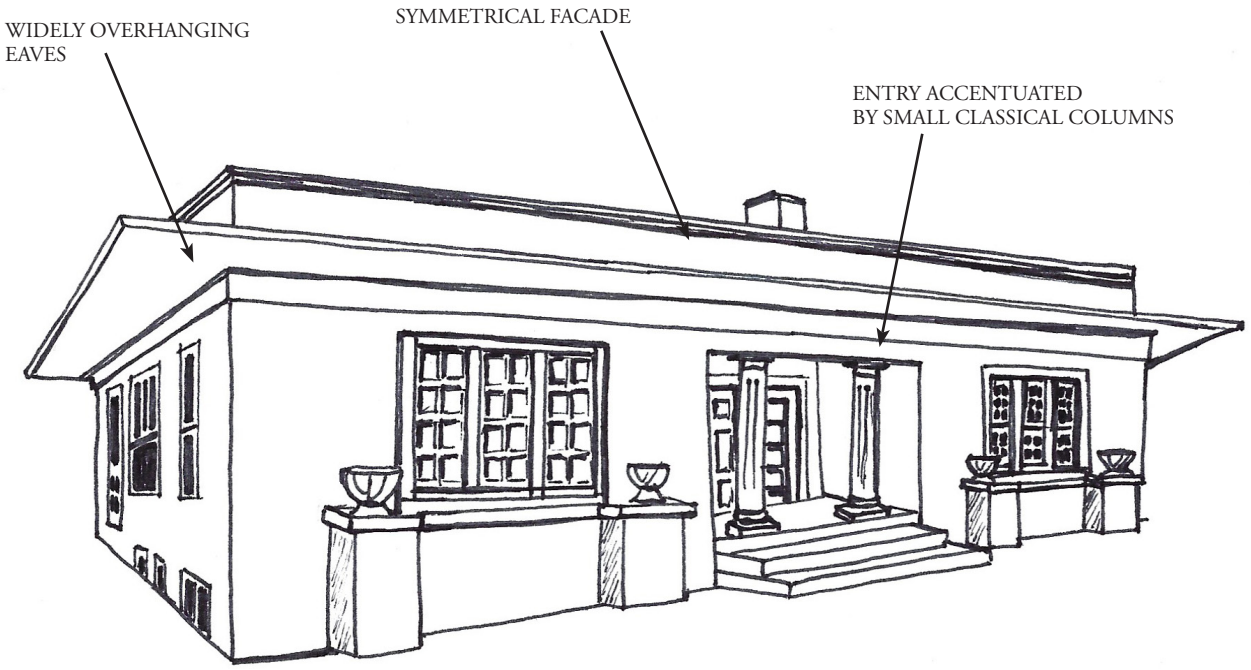


Italian Renaissance

The Italian Renaissance style is found in early 20th-century houses throughout the country but is considerably less common than the contemporaneous Craftsman, Tudor, or Colonial Revival styles. Primarily a style for architect-designed landmarks in major metropolitan areas prior to World War I, vernacular interpretations spread widely with the perfection of masonry veneering techniques; most of these date from the 1920s.

Characteristics

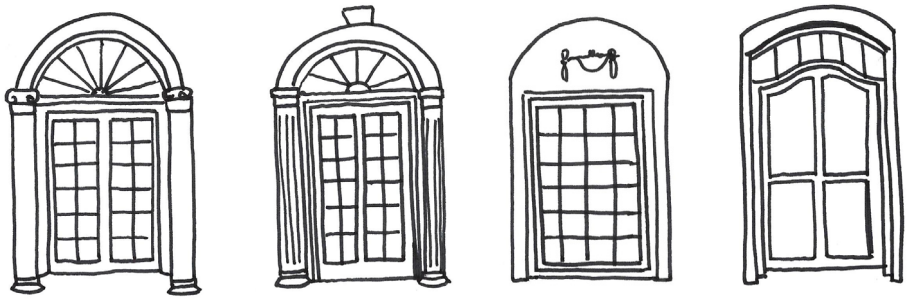
- Characterized by brick or stucco veneer over wood framing;
- Entry area accentuated by small classical columns or pilasters;
- Façade most commonly symmetrical;
- Widely overhanging eaves;
- Subtypes include: Simple hipped roof, hipped roof with projecting wing, asymmetrical or flat roof.



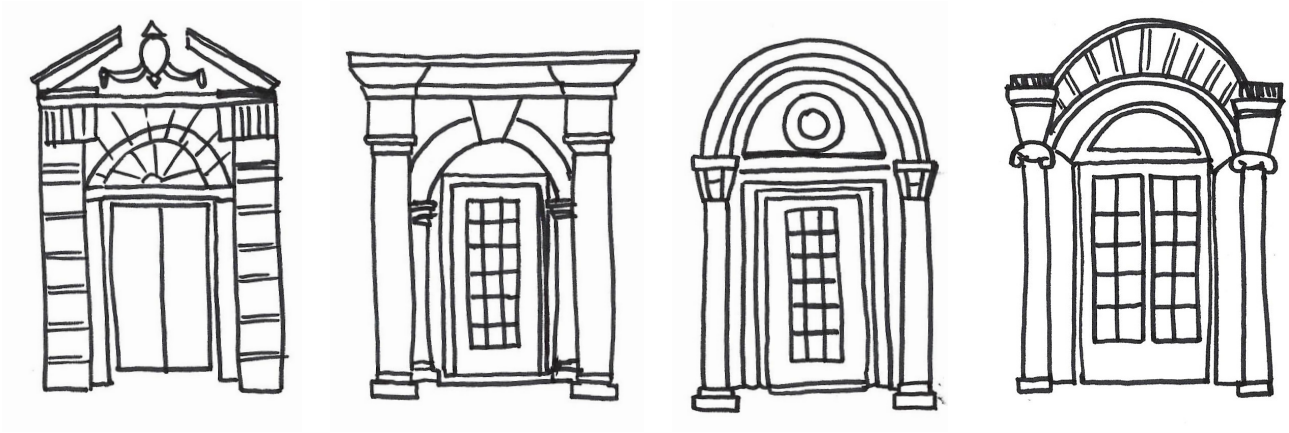
Appropriate Elements for the Architectural Style:

Windows

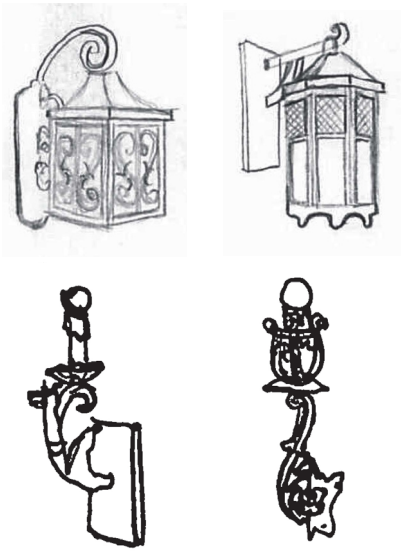
CASEMENT WINDOWS



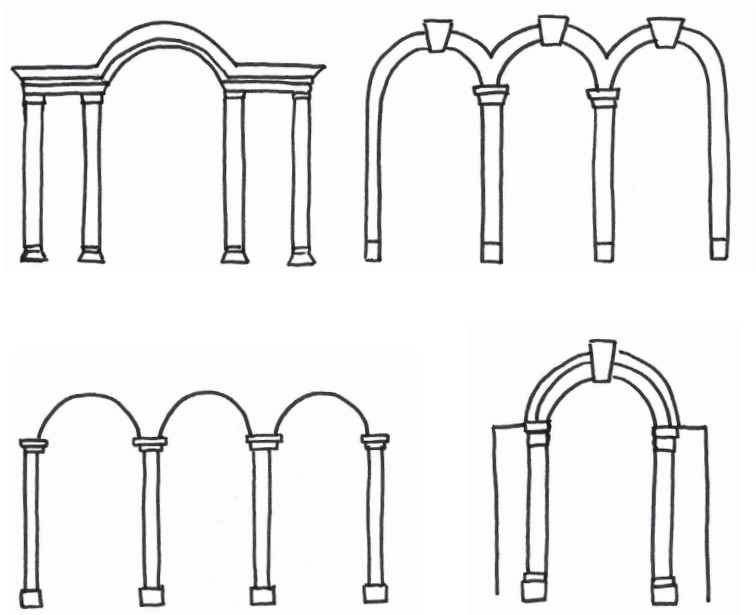
Doors And Entrances



Light Fixtures



Porches

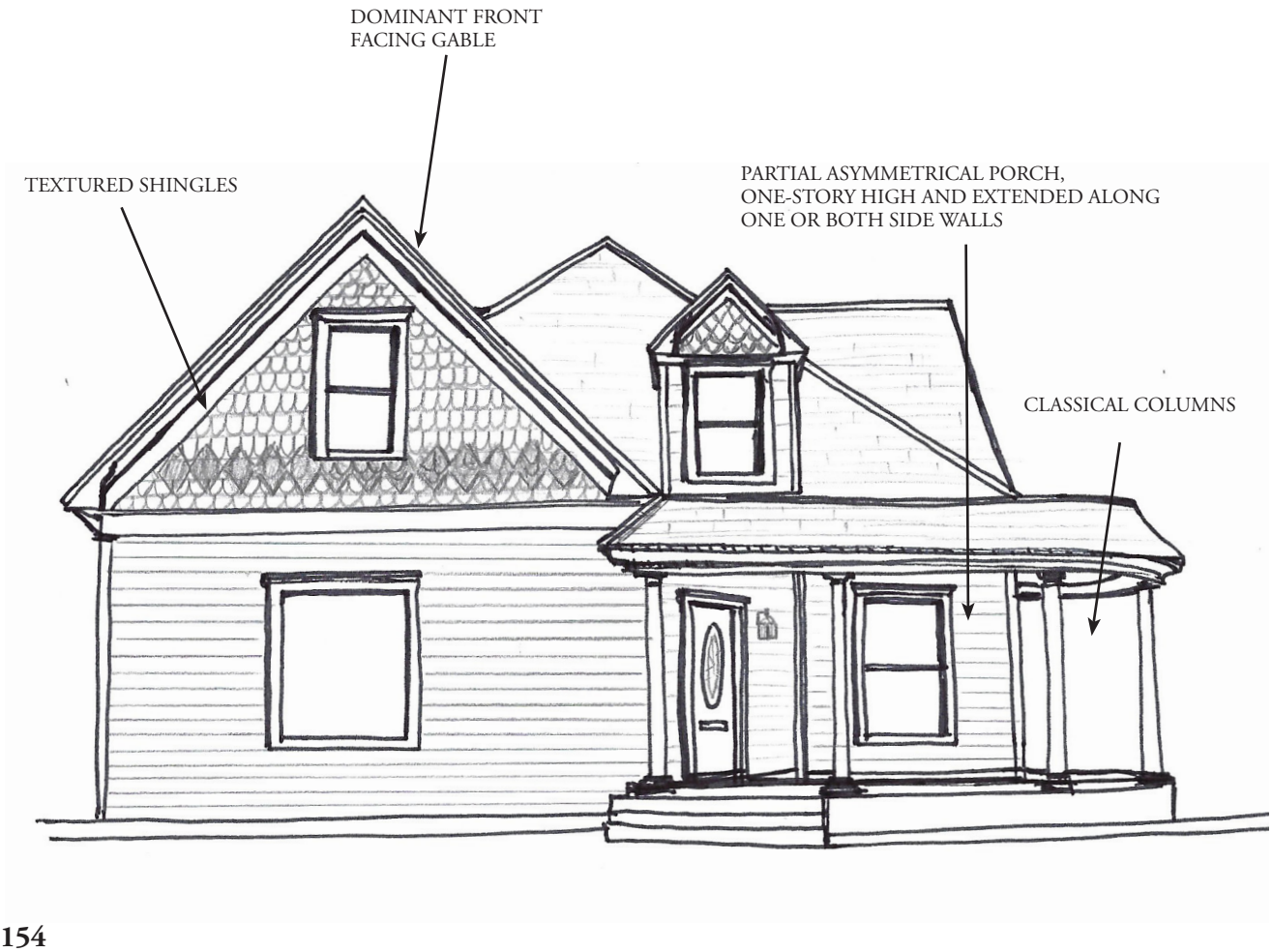


Queen Anne

Queen Anne was the dominant style of domestic building during the period from about 1880 until 1900; it persisted with decreasing popularity through the first dcade of the century. In the heavily populated northeastern states the style is somewhat less common than elsewhere. There, except for resort areas, it is usually more restrained in decorative detailing and is more often executed in masonry.

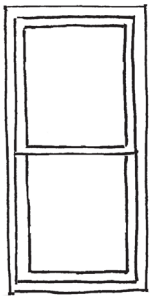
Characteristics

- Hipped roof with lower cross gables;
- About 50 percent of houses have spindlework;
- Classical columns;
- Partial or full-width symmetrical porch, usually one-story high and extended along one or both side walls;
- Differing wall textures like patterned wood shingles shaped into varying designs.

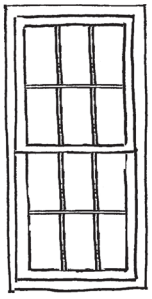


Appropriate Elements for the Architectural Style:

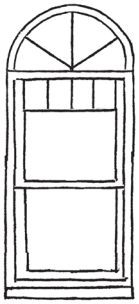
Windows



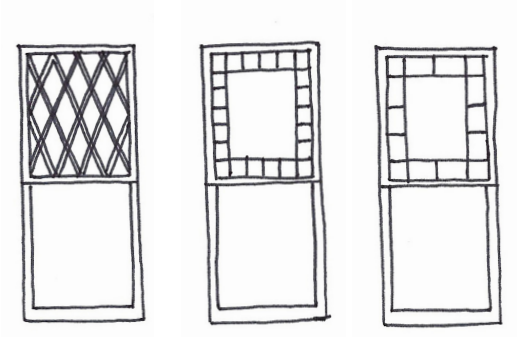
1 OVER 1
DOUBLE HUNG



6 OVER 6
DOUBLE HUNG

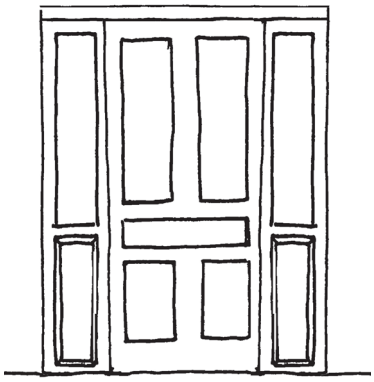


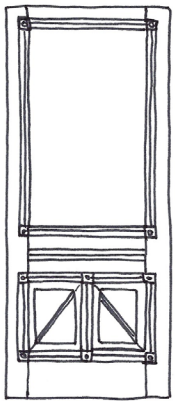
DOUBLE HUNG
WITH HALF
ROUND TRANSOM



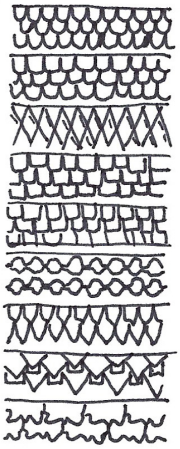
DOUBLE HUNG WITH
GRILLE ON TOP SASH

Doors And Entrances

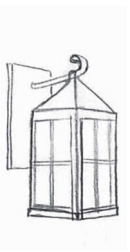




Wood Shingles



Light Fixtures

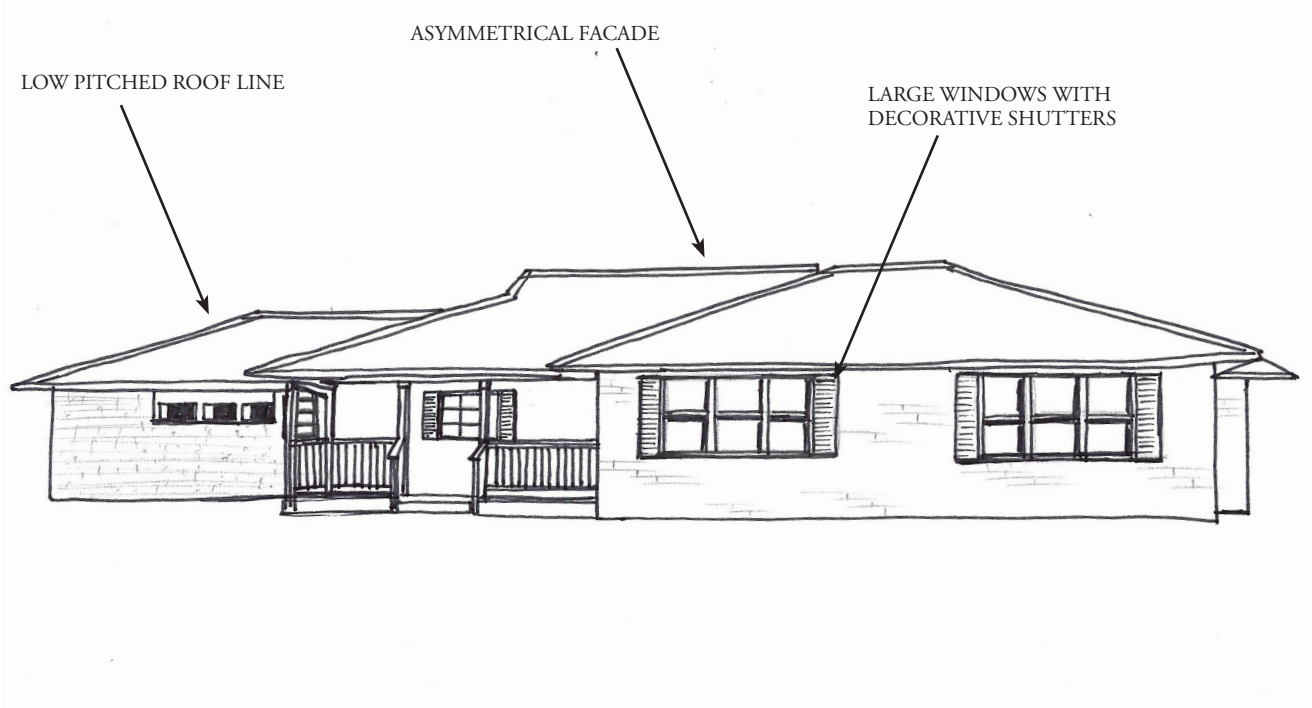


Ranch

The Ranch style is a uniquely American domestic architectural style. It began in the 1930s and is loosely based on Spanish Colonial, Craftsman, and Prairie precedents.

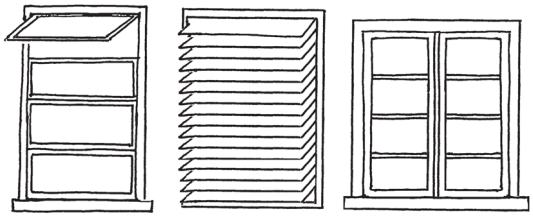
Characteristics

- Single-story with asymmetrical façade;
- Three common roof forms, hipped-roof dominates, followed by cross-gabled, finally side-gabled;
- Large picture windows with decorative shutters;
- Low-pitched roof with long, low roofline;
- Wide to moderate with eave overhang, boxed or open;
- Porch roof supports in decorative iron;
- Brick or wood cladding.

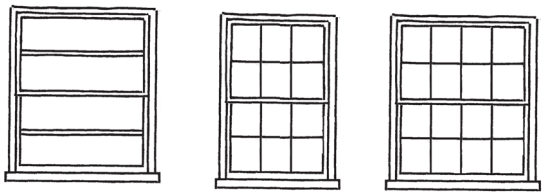


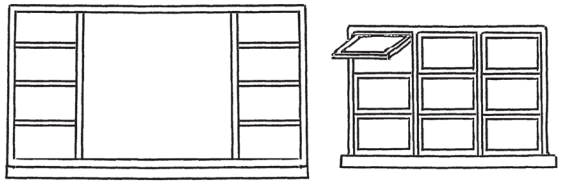
Appropriate Elements for the Architectural Style:

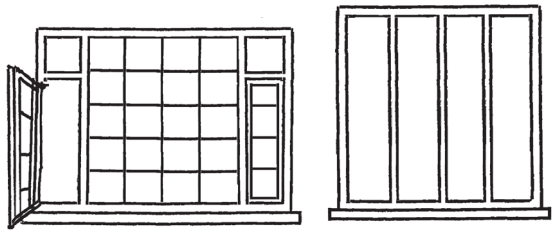
Windows



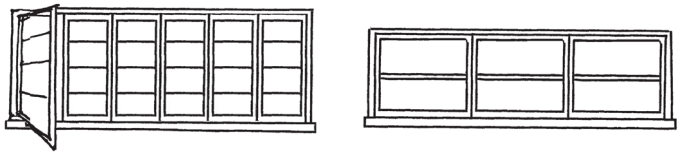
AWNING CASEMENT





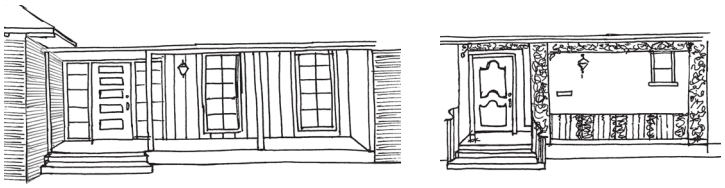


PICTURE WINDOWS

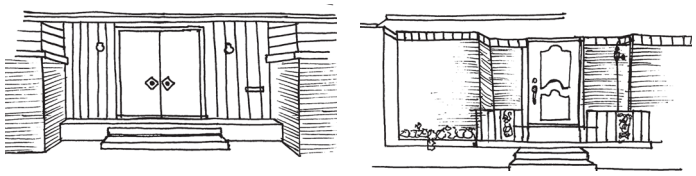


SHORT WINDOWS

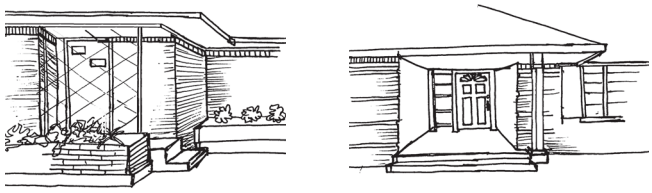
Doors And Entrances



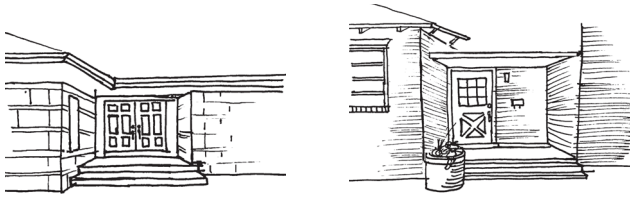
BROAD ENTRY PORCH



ENTRY ON FLAT FACADE

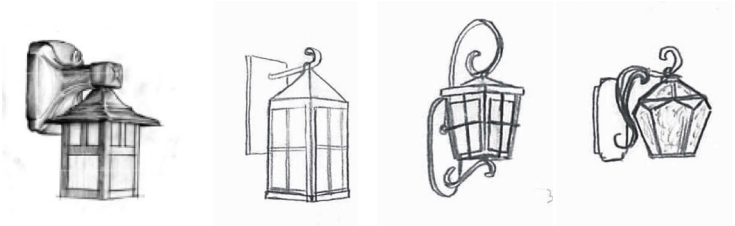


ENTRY PORCH ON CROSS GABLE OR CROSS HIP



ENTRY SET INTO L

Light Fixtures

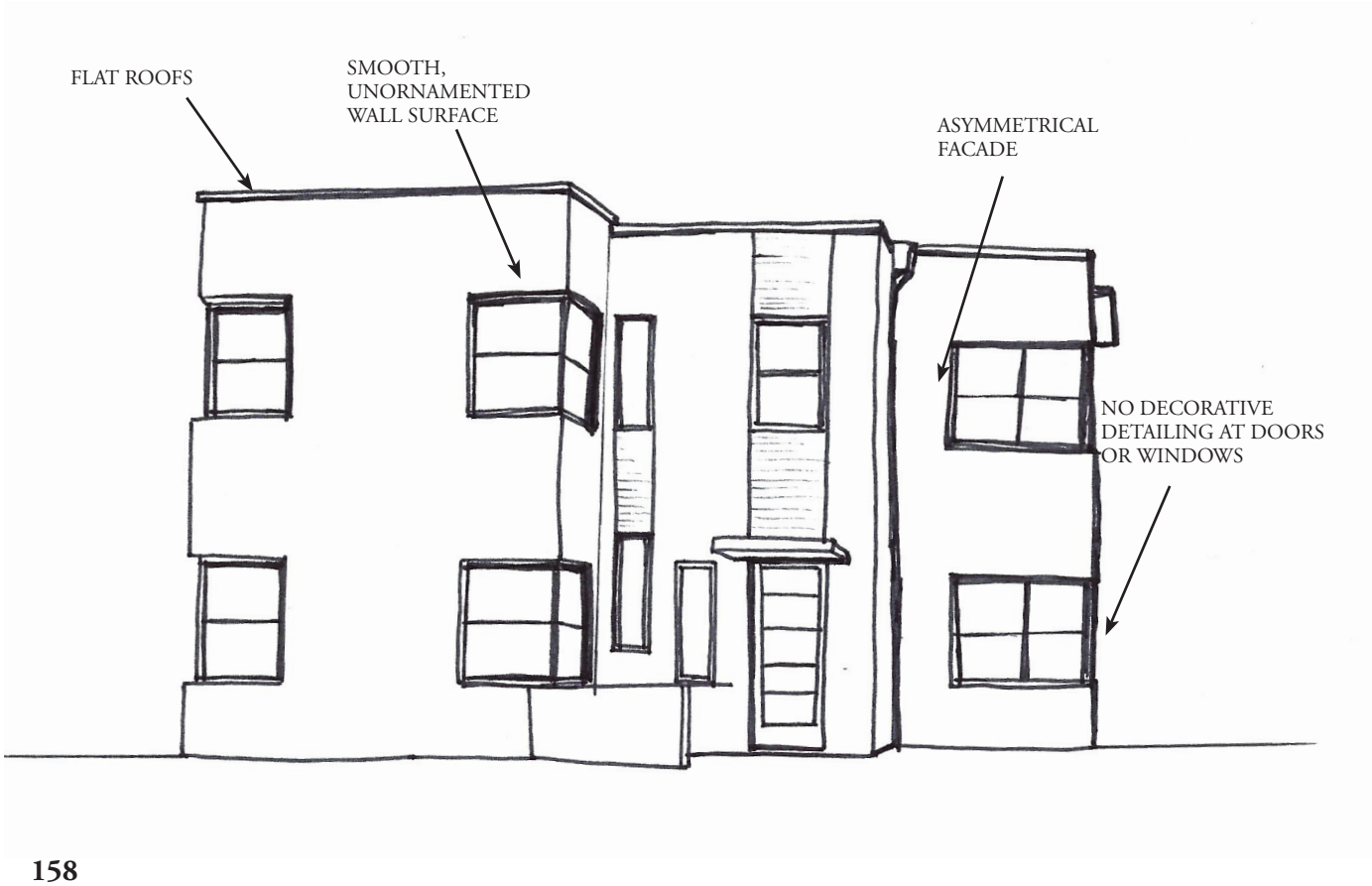


International

In the decades separating WWI and WWII - while Americans were building neighborhoods of period houses, European architects were busy creating dramatic new modern homes and buildings. Le Corbusier in France, Oud and Rietveld in Holland, and Walter Gropius and Mies Van Der Rohe in Germany were all working without historic precedent, trying to exploit the materials and technology of the day. These pioneers wished to create an International architecture "independent of specific materials, sites or cultural tradition" and specifically chose white stucco as a uniting material to achieve these ideals.

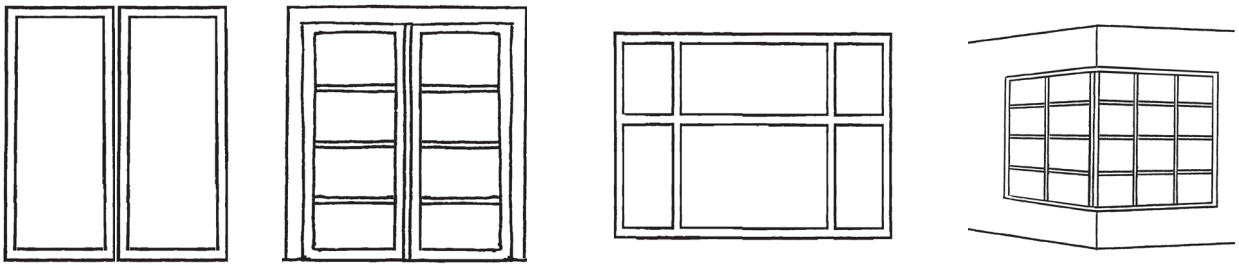
Characteristics

- Flat roof, usually without ledge (coping) at roof line;
- Windows set flush with outer walls;
- Smooth unornamented surfaces with no decorative detailing at doors or windows;
- Large window groupings, often linear, and expanses of windowless wall surface;
- Unified wall cladding, generally white stucco;
- Commonly assymetrical.

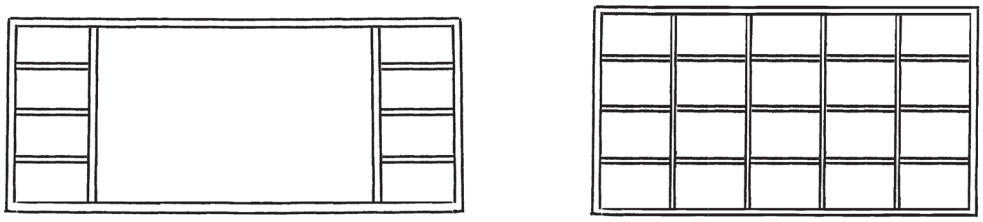


Appropriate Elements for the Architectural Style:

Windows

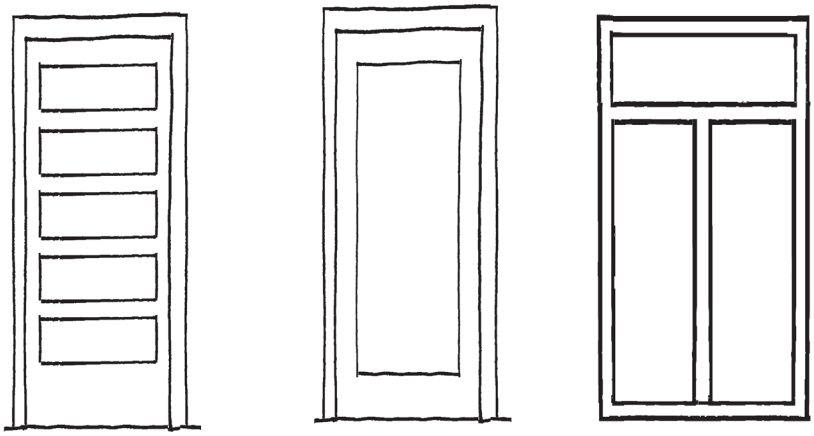


CASEMENT WINDOWS



PICTURE WINDOWS

Doors And Entrances



Historic District Ordinance