

<b><u>Property Location</u></b>	<b>607-609 S Lahoma Ave Chautauqua Historic District</b>
<b><u>Owner</u></b>	<b>Mary Beth Smith</b>
<b><u>Request</u></b>	<b>HD (23-07) Consideration of Certificate of Appropriateness request located at 607-609 S Lahoma Avenue for the following proposed work:</b> <ul style="list-style-type: none"><li><b>a. Replacement of non-approved vinyl windows with wood windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period.</b></li></ul>

### **Property History**

#### **Historical Information**

#### **2004 Chautauqua Historic District Nomination Survey Information:**

**607-609 S Lahoma Avenue.** *Ca. 1930. Tudor Revival. This contributing, one-and-one-half story, brick duplex has a steeply-pitched, asphalt-covered, side-gabled roof and a brick foundation. The wood windows are six-over-one hung with metal storms. The wood doors are glazed paneled with metal storms. The partial porches are uncovered with wrought iron railings. The porches flank a steeply-pitched, intersecting, front-gabled vestibule. Other exterior features include two red brick exterior chimneys and shed-roofed side entries with wood glazed paneled doors. Decorative details include minimal eave overhang, double windows and lattice windows.*

Attached are the 1988 Historic Survey sheets for the Commission's reference.

#### **Sanborn Insurance Maps**

The 1944 Sanborn Map indicates a duplex dwelling in the same configuration and placement found today.

#### **Previous Actions**

**March 6, 2023** – A COA request for replacement of twenty-two original wood windows with vinyl windows was heard. The Commission indicated that this did not meet the Historic Preservation Guidelines. The applicant asked for a postponement in order to consider alternative options to the vinyl and to obtain cost estimates. The request was postponed to the April meeting at which another postponement was requested to the May Historic District Commission meeting. The May meeting was cancelled.

### **Project Description**

The applicant replaced twenty-two (22) original wood windows with vinyl replacement windows last year without receiving the required Certificate of Appropriateness. The applicant submitted an *ex post facto* COA request to retain the vinyl windows at the



March 6, 2023 Historic District Commission meeting. The Commission indicated at that meeting that the request did not meet the *Preservation Guidelines* and encouraged the applicant to seek alternatives. She is now requesting a Certificate of Appropriateness to replace the non-approved vinyl windows with wood windows with front windows to be replaced within the year and the remaining windows to be installed within a 5-year period. The applicant has submitted cost estimate and specification sheet from the window contractor, both of which are attached to this report.

**Request – a. Replacement of non-approved vinyl windows with wood windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period.**

### **Reference - Historic District Ordinance**

**36-535.a.2.g:** *To safeguard the heritage of the City by preserving and regulating historic district structures in such a way that maintains or restores their historic integrity while allowing modern day uses and conveniences for their residents.*

### **Reference - *Preservation Guidelines* *Windows***

#### **3.11 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 below. If they do not meet the criteria, the application will be forwarded to the Historic District Commission for a full review.*

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

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

#### **3.12 Guidelines for Windows**

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

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

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



**.3 Glass Replacement.** Individual panes of historic glass that have been broken or cracked, may be replaced with modern-day clear glass. Salvaged historic glass or reproduction historic “wavy” glass is also acceptable replacement where historic glass was present.

**.4 Glass Variations.**

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

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

**.6 Sash 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.

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

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

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

**.9 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 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.

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



### Staff Comments

Staff received a phone call in September of 2022, from a concerned resident in the Chautauqua Historic District stating that it appeared that the structure located at 607-609 S Lahoma Avenue had replaced all of the windows in the structure with vinyl windows. Staff immediately visited the property and observed that indeed all of the original wood windows, except for three lattice type windows on the front façade, had been replaced with vinyl windows.

The property owner, Mary Beth Smith, was sent a letter on October 12, 2022, informing her that the replacement of windows without an approved Certificate of Appropriateness is in violation of the Historic District Ordinance. She made a request for a Certificate of Appropriateness for the replacement of twenty-two (22) original wood windows with vinyl replacement windows, which as mentioned earlier the Commission encouraged the applicant at the March meeting earlier this year to seek alternatives. She requested a postponement in order to obtain cost estimates for wood windows. She has now amended her COA request to replacing the non-approved vinyl windows with wood windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period.

As indicated, this is an *ex post facto* review of window replacement which the Historic District Ordinance requires the Commission to review the case as if the work has not occurred. Staff would note that this house is a contributing structure to the Chautauqua Historic District.

Pictures obtained from the 1988 Norman Historic Reconnaissance Survey, the listing from a real estate website, and views of the house from the Google Earth website all show wood six-over-one windows on the exterior of the house prior to the installation of vinyl windows. The windows appeared to be in repairable condition.

The *Preservation Guidelines* clearly state in Sections 3.12.1, 3.12.5, and 3.12.7 the requirement to preserve original wood windows.

The Commission has consistently required the preservation of original wood windows since the establishment of both the Chautauqua and Miller Historic Districts in 1995 and 1997 respectively. There have been three cases of note reviewed by the Historic District Commission in the past decade regarding replacement of original wood windows:

#### 327 Alameda Avenue

This case was an *ex post facto* request for the replacement of all the original wood windows in the entire house with vinyl windows. Request for replacement of the original wood windows was denied by the Historic District Commission. The applicant appealed the denial to City Council which upheld the Commission's decision. However, the



applicant was allowed three years to install wood windows. Wood windows were reinstalled by the end of the three year deadline.

### 321 Duffy Street

This case was an *ex post facto* request for the replacement of some of the original wood windows with vinyl windows. The request for replacement of the original wood windows was denied by the Historic District Commission. The applicant appealed to City Council, however, the applicant withdrew the appeal and re-installed wood windows.

### 549 S Lahoma Avenue

This case was an *ex post facto* request for the replacement of some of the original wood windows with vinyl windows. The request for replacement of the original wood windows was denied by the Historic District Commission. The applicant appealed the denial to City Council which upheld the Commission's decision. The applicant filed suit in Cleveland County District Court and court proceedings have been ongoing since. As of the writing of this report, the case has been reversed and remanded back to District Court and further litigation is still pending. However, two of the windows in violation received an approved Certificate of Appropriateness and have been replaced with custom wood windows.

*The Preservation Guidelines* prohibit the use of vinyl replacement windows. Staff would note that use of vinyl windows has never been approved by the Commission.

At the March meeting earlier this year where the request to retain the non-approved vinyl was heard, the Commission indicated to the applicant that wood six-over-one windows would be the appropriate material for this historic house.

The applicant's revised request to replace the non-approved vinyl windows with six-over-one wood windows meets the *Preservation Guidelines* and is appropriate to this historic structure. This request is also compatible with the surrounding Chautauqua Historic District.

As to the proposed request to install the front windows now and the remainder within 5-years, staff has concerns. Staff would note that a previous applicant at 327 Alameda was granted three years to install compliant windows for the entire house. Staff has concerns that such a lengthy time frame as five years for re-installation of wood windows, could prove problematic. As the Commission is aware, prices for wood/wood windows can fluctuate greatly as well as the availability of contractors to perform such work. It should be reasonable to anticipate that the cost of windows will increase significantly over the next 5 years. Additionally, enforcement of such COA with such a lengthy time frame could be problematic especially if the property were sold.

The Commission will need to determine if the request for the replacement of twenty-two (22) non-approved vinyl windows with six-over-one wood windows as submitted, meets



the *Preservation Guidelines* and is compatible with for this structure and the District as a whole. Furthermore, the Commission would need to determine if the request for a phased installation in which the front windows would be installed within the next year and the remainder to be installed within the next 5 years, meets the Preservation Guidelines and is compatible with the house and District as a whole.

**Commission Action:** HD (23-07) Consideration of Certificate of Appropriateness request located at 607-609 S Lahoma Avenue for the following proposed work:

- a. Replacement of non-approved vinyl window with wood windows, allowing for the front windows to be replaced within the year and the remaining windows to be installed within a 5-year period.



HISTORIC PRESERVATION SURVEY INVENTORY FORM

-----  
TYPE ALL ENTRIES.

1. PROPERTY NAME: NORMAN, OKLAHOMA
  2. RESOURCE NAME: \_\_\_\_\_
  3. ADDRESS: 607/609 S. Lahoma
  4. CITY: NORMAN
  5. VICINITY: YES (yes or no)
  6. COUNTY: CLEVELAND
  7. BLOCK: 1
  8. LOT: 44, 43
  9. PLAT NAME: Landt's Addition
  10. SECTION: N/A
  11. TOWNSHIP: N/A
  12. RANGE: N/A
- 
13. RESOURCE TYPE: Building
  14. HISTORIC FUNCTION: 01B Multiple Dwelling (2 units)
  15. CURRENT FUNCTION: 01B Multiple Dwelling (2 units)
  16. AREA(S) OF SIGNIFICANCE: 030 Architecture
  17. SIGNIFICANCE: Contributing to the Chautauqua District
  - \_\_\_\_\_
  - \_\_\_\_\_
18. DOCUMENTATION SOURCES: Sanborn Insurance Maps 1944
  - \_\_\_\_\_
  - \_\_\_\_\_
- 
19. NAME OF PREPARER: MEACHAM WEISIGER ASSOCIATES  
709 Chautauqua, Norman, Ok. 73069  
405 - 321 - 6221
  20. SURVEY PROJECT: CITY OF NORMAN, OKLAHOMA
  21. DATE OF PREPARATION: AUGUST, 1988
  22. PHOTOGRAPHS: YES YEAR 1988



BUILDING CONSTRUCTION DESCRIPTION:

23. ARCHITECT/BUILDER: \_\_\_\_\_
24. YEAR BUILT: Ca. 1938
25. ORIGINAL SITE? Yes DATE MOVED \_\_\_\_\_ FROM WHERE \_\_\_\_\_
26. ACCESSIBLE? Yes
27. ARCHITECTURAL STYLE: Tudor (53)
28. FOUNDATION MATERIAL: Brick (30)
29. ROOF MATERIAL: Asphalt (63)
30. WALL MATERIAL: Brick (30)
31. WINDOW TYPE: Double 6/1
32. WINDOW MATERIAL: Wood (20)
33. DOOR TYPE: Panel/glass
34. DOOR MATERIAL: Wood (20)
35. EXTERIOR FEATURES: Round arch 2nd floor window with diamond cut glass
36. INTERIOR FEATURES: N/A
37. DECORATIVE DETAILS: Shed roof with brackets on side door
38. CONDITION OF RESOURCE: Fair
39. DESCRIPTION OF RESOURCE: Present and historic:  
Roof - gabled side. 2 story, 1/2 attic. Brick chimney, north  
and south end.
- Alterations: 607 $\frac{1}{2}$  in rear. Converted garage to apartment.  
Date unknown.
40. COMMENTS: \_\_\_\_\_
42. PLACEMENT: \_\_\_\_\_



W. 15 BOYD

100' wide

12" W. PIPE 600'

C.W.P.

TH. Ave 68'

6" W. PIPE 600'

609'

617'

619'

621'

623'

602'

608'

614'

618'

626'

630'

601'

607'

613'

619'

621'

625'

631'

115'

116'

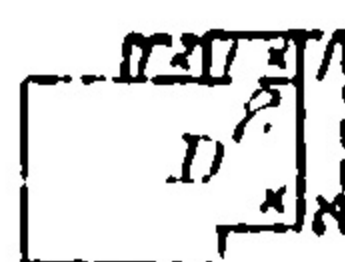
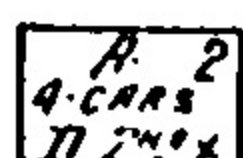
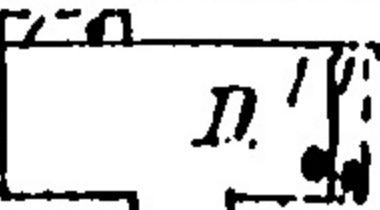
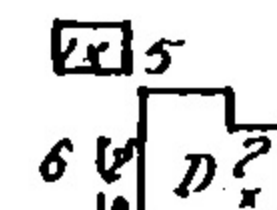
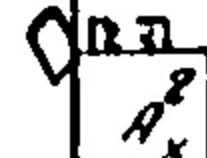
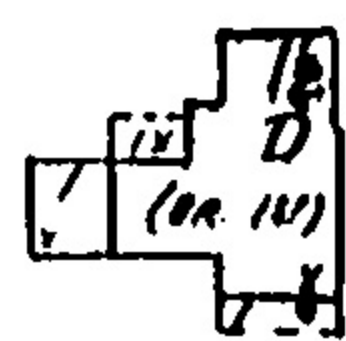
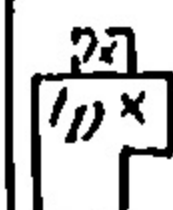
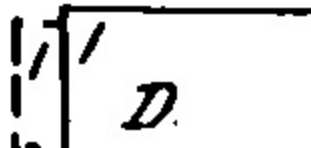
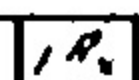
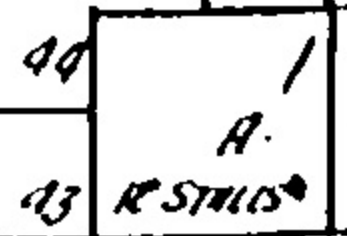
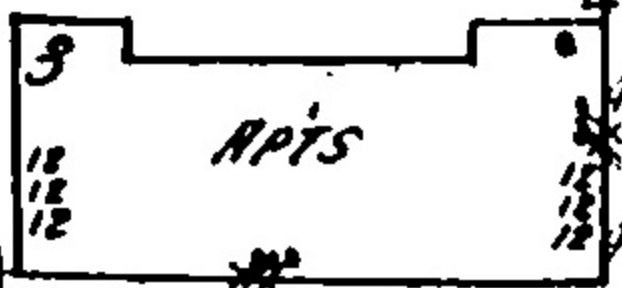
606'

612'

618'

624'

626'





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

**Application Submittal Steps:**

**Step 1** Review guidelines for proposed work in the Historic Preservation Handbook available at City of Norman website: (<http://www.normanok.gov/planning/historic-preservation>) or by calling 405-366-5392).

**Step 2** Contact Historic Preservation Officer to discuss proposed work at (405-366-5392) or [anaïs.starr@normanok.gov](mailto:anaïs.starr@normanok.gov)

**Step 3** Submit the following items by **12:00 p.m.** on the deadline date.

☐ **It is strongly recommended that you meet and /or discuss your proposed work with the Historic Preservation Officer, prior to the submission deadline!**

☐ **Completed Application Form**

☐ **Application Fee of \$75**

☒ **Copy of Property Deed to demonstrate ownership. If you do not have a copy, one may be obtained through the Cleveland County Court Office, 405-366-0240. *Sent last time***

☒ **Site Plan, Elevation Drawings if needed and all other required supporting documents *Sent last time***

*Sent last time* ☒ **Certified Adjacent Property Ownership List. A Radius Map delineating the adjacent property owners will be furnished and must be used to compile the list of the adjacent property owners. The adjacent property owner list must be certified by a licensed lawyer, engineer, surveyor, or abstract company.**

**COA Application Review Process:**

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



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

**Staff Only Use**

HD Case #:

Date:

Received by:

**Note:** Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311

**Address of Proposed Work:**

**Applicant's Contact Information:**

Applicant's Name: MaryBeth Smith

Applicant's Phone Number(s): 918-906-6639

Applicant's E-mail address: BLMBSmith@aol.com

Applicant's Address: 10115 S. Maplewood Ave Tulsa ok 74137

Applicant's relationship to owner: ☐ Contractor ☐ Engineer ☐ Architect

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

Owner's Name:

Owner's Phone Number(s):

Owner's E-mail:

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

- 1) I replaced our old broken down wood windows with beautiful vinyl windows but have been asked to now replace the brand new vinyl with wood. I got a bid for roughly \$20,000.00 I already paid \$24 for the vinyl & do not have another \$20,000 to pay for replacing again - Months after we paid for the vinyl. I'm asking for 5 yrs to come up with the money to pay for & replace the windows yet again. In order to come up with \$20,000 in 5 yrs requires us to put aside \$333 every month for 60 months. In the meantime, if you want us to replace the front windows now - we'll do that.

**Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.**

**Authorization:** I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.

**Property Owner's Signature:** MaryBeth Smith

**Date:** 4-25-2023

☐ (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

**Authorized Representative's Printed Name:**

**Authorized Representative's Signature:**

**Date:**









609













COLGAN

COWLES

KBK 221

HOPE FOR NOVA

CU

609



















# ESTIMATE

607 S Lahoma - all divided lites

Grand Total (USD)

**\$19,850.00**

BILL TO  
**Mary Beth Smith**  
Mary Beth Smith

blmbsmith@aol.com

**Estimate Number:** 1290

**Estimate Date:** April 25, 2023

**Expires On:** May 3, 2023

ITEMS	QUANTITY	PRICE	AMOUNT
<b>Full Mechanical w/Install - Double Hung</b> Remove existing vinyl windows. Pulleys will more than likely be damaged and unusable. Reinstall wood sashes with fixed install for upper sashes and lower sashes. One lower sash per room will be functional with a spring latch system.  Labor for all services listed above.	20	\$425.00	\$8,500.00
<b>RRP Lead Fee</b> Preparation for lead containment work area for residential and commercial projects. Per window.	20	\$25.00	\$500.00
<b>Trip Charge</b> Any project more than 1 hour from our shop is automatically assessed a Trip Charge.	1	\$250.00	\$250.00
<b>Hardware - Sash Locks, Pulls</b> Includes new sash locks - per window.	20	\$20.00	\$400.00
<b>Hardware Installation / Window</b> Cost to install window locks and/or pulls.	20	\$25.00	\$500.00
<b>ReSash Wood Windows</b> Size: standard Lites: 6/1 Wood: Cypress Select Glass: 1/8" Single Strength Paint: primed	20	\$485.00	\$9,700.00



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

**Contact Information**  
Phone: 4054590949  
Mobile: 4054590949  
[www.restorwoodwindows.com](http://www.restorwoodwindows.com)



# ESTIMATE

607 S Lahoma - all divided lites

Grand Total (USD)

**\$19,850.00**

**Total:** \$19,850.00

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**Grand Total (USD):** \$19,850.00

## Notes / Terms

\* Price includes 25% discount

Prices do not include hardware or weatherization unless specified in estimate above.

Your Onsite Wood Window Specialists - 405.459.0949



### Restor Wood Windows

8920 Tilman drive  
Oklahoma City, Oklahoma 73132  
United States

### Contact Information

Phone: 4054590949  
Mobile: 4054590949  
[www.restorwoodwindows.com](http://www.restorwoodwindows.com)



# **COA Application Request & Support Documents Submitted February, 2023**



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

Staff Only Use

HD Case #:

Date:

Received by:

**Note:** Any relevant building permits must be applied for and paid for separately in the Planning and Community Development Office. 405-366-5311

**Address of Proposed Work:** 607 S. Lahoma Ave Norman, OK 73069

**Applicant's Contact Information:**

Applicant's Name: Mary Beth Smith

Applicant's Phone Number(s): 918-906-6639

Applicant's E-mail address: BLMBSmith@aol.com

Applicant's Address: 10115 S. Maplewood Ave Tulsa, OK 74137

Applicant's relationship to owner: ☐ Contractor ☐ Engineer ☐ Architect ☒ I am the owner

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

Owner's Name: Mary Beth Smith

Owner's Phone Number(s): 918-906-6639

Owner's E-mail: BLMBSmith@aol.com

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

1) Replacing the old & damaged windows

2)

3)

4)

Supporting documents such as project descriptions, drawings and pictures are required see checklist page for requirements.

**Authorization:** I hereby certify that all statements contained within this application, attached documents and transmitted exhibits are true to the best of my knowledge and belief. In the event this proposal is approved and begun, I agree to complete the changes in accordance with the approved plans and to follow all City of Norman regulations for such construction. I authorize the City of Norman to enter the property for the purpose of observing and photographing the project for the presentations and to ensure consistency between the approved proposal and the completed project. I understand that no changes to approved plans are permitted without prior approval from the Historic Preservation Commission or Historic Preservation Officer.

**Property Owner's Signature:** Mary Beth Smith

Date: 12-5-22

☐ (If applicable): I authorize my representative to speak in matters regarding this application. Any agreement made by my representative regarding this proposal will be binding upon me.

**Authorized Representative's Printed Name:**

**Authorized Representative's Signature:**

Date:





# The City of NORMAN

201 West Gray • P.O. Box 370  
Norman, Oklahoma • 73070

HISTORIC DISTRICT COMMISSION  
(405) 366-5332

October 12, 2022

Brice Lance & Marybeth Smith  
10115 S Maplewood Avenue  
Tulsa, OK 74137-7086

RE: Historic District Ordinance violations at 607/609 S. Lahoma Avenue

Dear Property Owner:

According to Cleveland County Tax Assessor records, you are the owner of a house located at 607/609 S. Lahoma in Norman. Your property is located in the Chautauqua Historic District and per the Zoning Ordinance, exterior changes to the property must be reviewed and approved by the Historic District Commission (HDC). This includes the replacement of windows. It was brought to my attention that windows at this address have recently been replaced.

Upon inspection from the street and the alley, it appears that all the windows of the house, except for three on the front of the structure, have been replaced. The Historic District Ordinance requires the HDC to review and issue a Certificate of Appropriateness (COA) for window replacements before installation. Without a Certificate of Appropriateness issued by the Commission, you are in violation of the Historic Preservation Ordinance contained within the Zoning Ordinance.

At this point, you have two options to comply with the Ordinance:

- ☐ Option A : Make a COA application to the Historic District Commission requesting to remove the original historic windows and replace with identical windows to the original —a six-over-one true divided light solid wood window.
- ☐ Option B: Make a COA application to the Historic District Commission requesting window replacement with the recently installed windows.

Please be advised that either request option will be reviewed as a new application despite the fact that the work has already taken place.

Enclosed please find the applicable sections from Chapter 22 of the Norman Zoning Ordinance and Sections 3.11 and 3.12 of the Historic Preservation Guidelines of which you are in violation. I also have enclosed a COA application request form.

You have 60 days from the date of this letter to comply with the aforementioned requirements or charges may be filed in Municipal Court for each day the violation



continues to exist and/or the City may pursue any other legal remedy available in order to achieve compliance.

You can find a full copy of the Historic Preservation Guidelines on the City of Norman website at: <https://www.normanok.gov/your-government/departments/planning-and-community-development/planning-and-zoning/historic>

Please be in contact as soon as possible. I may be reached either by phone at 405-366-5392 or by email at [anaïs.starr@normanok.gov](mailto:anaïs.starr@normanok.gov).

Sincerely,

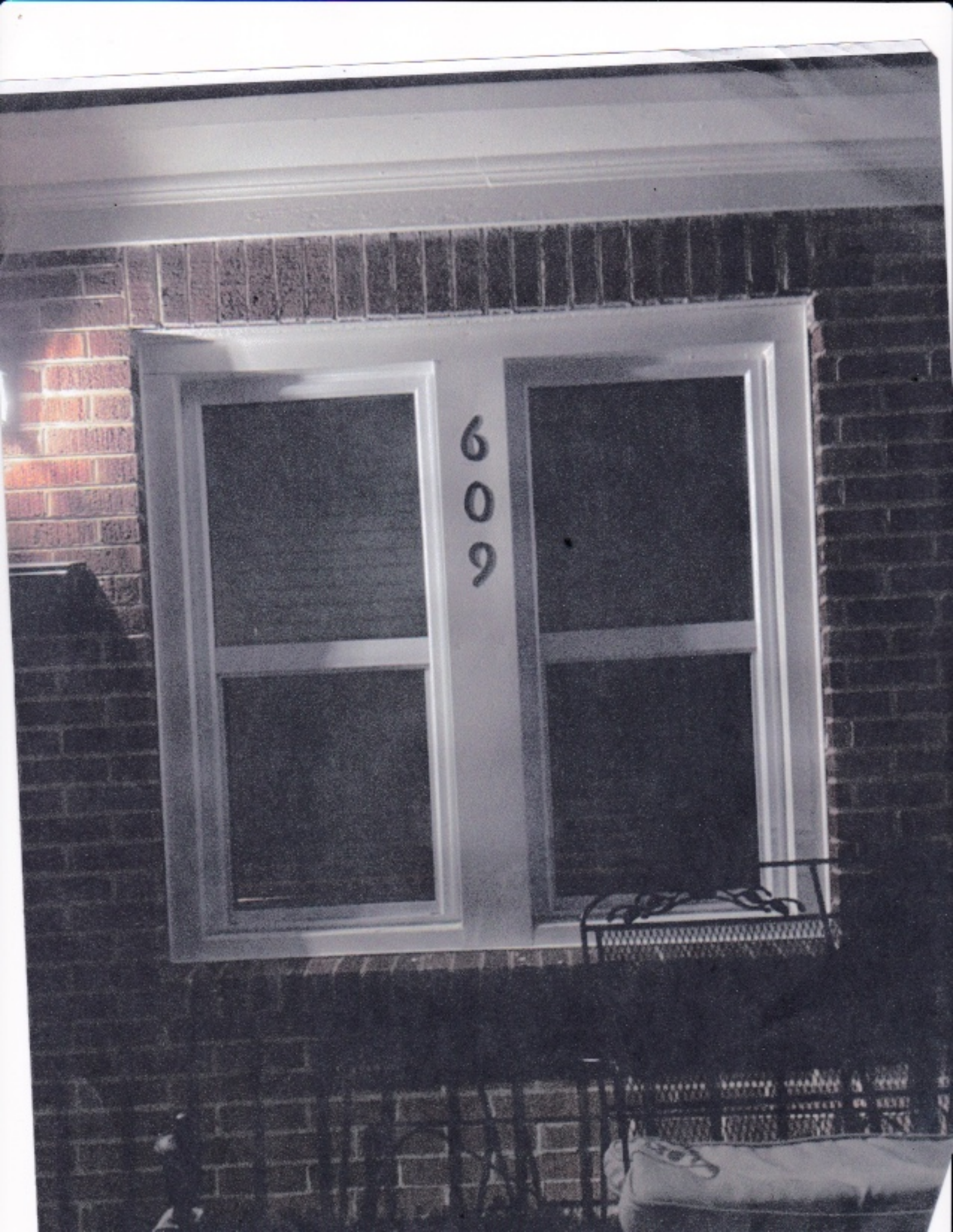
A handwritten signature in cursive script that reads "Anais Starr".

Anais Starr, AICP  
Historic Preservation Officer

Attachments

cc: Jeanne Snider, Assistant City Attorney





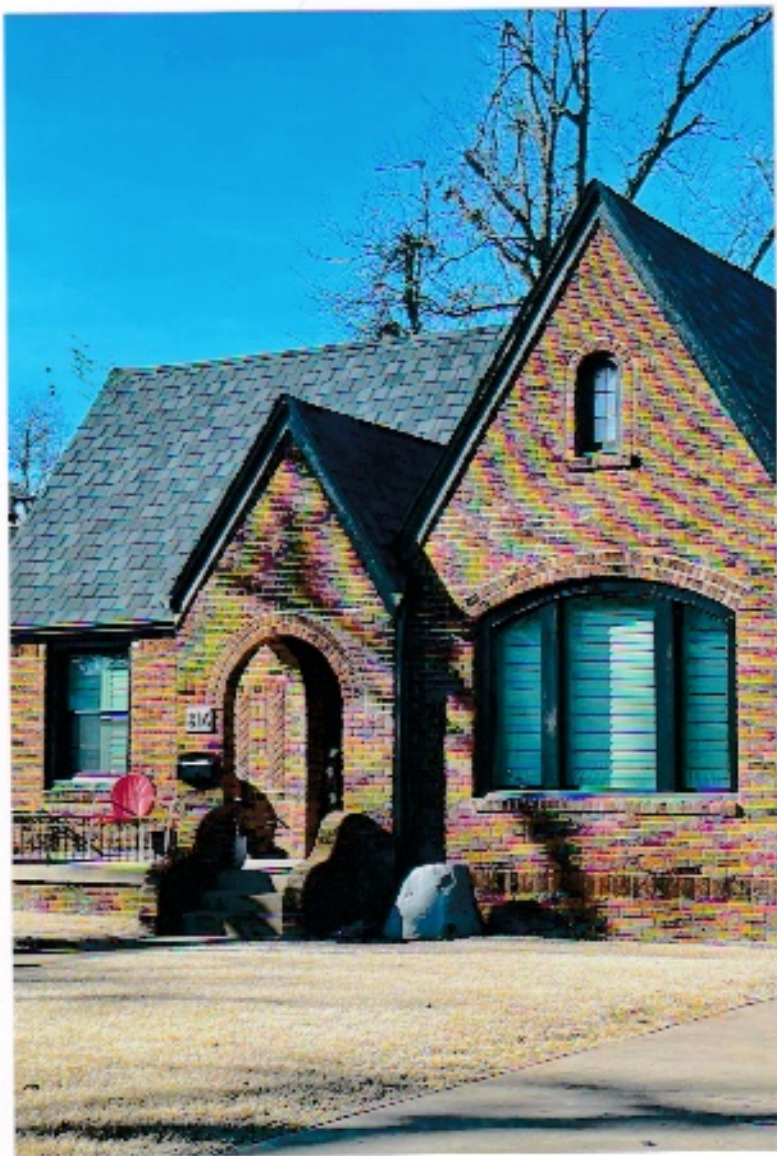














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## Estimate

### ADDRESS

Mary Beth Smith

ESTIMATE # 1223

DATE 07/21/2021

ACTIVITY	QTY	RATE	AMOUNT
<b>windows</b> Legacy premium white vinyl windows with lowE and argon. Lifetime warranty on frame and components, lifetime warranty on glass seal. Remove and replace 20 wood pocket windows with new Legacy vinyl windows.	22	421.75	9,278.50
<b>window wrap</b> Wrap exterior of all windows with white trim coil, caulk exterior with color match caulking	22	100.00	2,200.00
<b>lead safe</b> Lead safe practices on each window	22	100.00	2,200.00
<b>windows</b> Polaris dynaweld premium white vinyl windows with lowE and argon. Lifetime warranty on frame and components, lifetime warranty on glass seal. Remove and replace 20 wood pocket windows with new Legacy vinyl windows.	22	471.65	10,376.30
TOTAL			<b>\$24,054.80</b>

Accepted By

Accepted Date