



The City of NORMAN

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

HISTORIC DISTRICT COMMISSION
(405) 366-5332

August 6, 2013

Len and Trent Cason
Las Casas LLC
321 Duffy
Norman, Oklahoma 73069

RE: HDC Decision on Certificate of Appropriateness at 321 Duffy

Via email

Dear Len and Trent:

This letter is to formally summarize the Historic District Commission's decision on Monday, August 5, 2013 regarding your application for Certificate of Appropriateness (COA) at 321 Duffy.

The Commission voted unanimously to deny your request to install 14 vinyl replacement windows at 321 Duffy because the proposal failed to comply with the following elements of the Historic Preservation Guidelines:

3.5 Guidelines for Windows and Doors:

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

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

.8 Window Replacement by COA. *A deteriorated window replacement, other than "like with like" as defined above shall conform to 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 window*
- *Size and dimension the same as the original window*
- *Double-paned simulated divided light windows 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.*

As you are aware, you have the right to appeal this decision to the City Council. **The deadline to do so is 5PM August 15, 2013.** If you choose to exercise this option, please address a letter stating your intent to appeal the decision of the Historic District Commission to Norman City Clerk Brenda Hall. You may email this letter to the Clerk at brenda.hall@normanok.gov or send it to her by mail at: 201 West Gray, Norman 73069. Her telephone number is 366-5405.

If you choose not to appeal the Commission's decision, we will need to develop a written agreement reflecting the terms and schedule for corrective action. We will need to enter into that agreement by Friday, August 16, 2013. Please let me know if we need to discuss this matter in more detail as you evaluate your options.

Sincerely,

A handwritten signature in black ink that reads "Susan Atkinson". The signature is written in a cursive, flowing style with a large initial "S" and "A".

Susan Atkinson, AICP
Historic Preservation Officer